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Curriculum RP-31

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ISSUED BY AUTHORITY OF
THE MINISTER OF EDUCATION

ONTARIO

DEPARTMENT OF EDUCATION

THE BUSINESS AND COMMERCE BRANCH

COMMERCIAL SUBJECTS

Courses of Study for

The Five-Year Programme Grades 9 to 13
The Four-Year Programme Grades 9 to 12
Special One-Year Business Course
Special Business Management Course
Two-Year Terminal Course in Distributive Education
Business and Commerce Option for the Arts and Science Branch
Business and Commerce Option for the Science, Technology and Trades Branch

Replacing

Curriculum I and S-8, Commercial Courses
Intermediate and Senior Divisions

Curriculum I and S-30, The Commercial Work Option of the General Course
Intermediate and Senior Divisions

Curriculum RP-30, The Business and Commerce Branch

Curriculum S-24, Mathematics of Investment, Accountancy Practice
Secretarial Practice, Grade 13

These courses are experimental in that they will be subject to review.
Suggestions for their improvement will be welcomed.

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Foreword

During the past two years, fourteen committees of commercial teachers examined the existing courses of study in business subjects, suggested modifications and improvements to meet the requirements of the Reorganized Programme, and developed new courses in subjects which had not formerly been included in the curriculum of the secondary schools of the Province.

In this work they enjoyed the close and active co-operation of the Chapters of the National Office Management Association in their areas. The committees met in Windsor, Sarnia, Brantford, Kitchener, London, Hamilton, the Niagara District, Toronto, North York, Etobicoke, Scarborough and Ottawa.

The reports of the regional committees were submitted to the Ontario Consultative Committee for Commercial Education which has representation from the Department of Education, from a number of High Schools of Commerce and other schools with large commercial departments and from a number of professional business associations.

The courses of study outlined in the following pages are the result of this co-operative effort of some hundreds of teachers and business executives.

The Department of Education extends its sincere thanks to all those who spent so many unselfish hours in the cause of business education. Perhaps it should be said that this is typical of the very real co-operation which has for so long existed between education and business in Ontario.

FIVE-YEAR SECRETARIAL COURSE

This is a heavy course (five options) for pupils, usually girls, of superior ability.

The course has three main objectives:

(a) to provide a broad and challenging educational experience;
(b) to give vocational competency in the field of secretarial work;
(c) to make possible, through the selection of the required options, any area of post-high school education which the individual pupil may elect.

Advantages of the Five-year Secretarial Course

1. By the end of Grade 11, students will be competent to undertake summer employment in the secretarial field where part-time and part-year opportunities are always available. Students who come from homes having limited financial resources may plan further education with the assurance that they will have the ability to earn their own way, if necessary.

2. Summer employment in the secretarial field will help to develop qualities of application and initiative which will assist the student in all of her school work.

3. Many young ladies complete university courses and then take instruction in Shorthand and Typewriting in order to qualify for employment in occupations as diverse as the Foreign Service and editorial work. Graduates of the Five-year Secretarial Course will have these valuable skills before entering the university.

4. Typewriting and Shorthand are both high speed skills for recording and transmitting ideas. They can be applied constantly in the learning of other subjects. Skilful note-taking in Shorthand (not verbatim reporting of lectures) is today receiving attention as a valuable personal skill; the ability to compose at the typewriter, at a speed several times that of handwriting, is one which every student can use to advantage.

5. Students graduating from the Five-year Secretarial Course can follow any university programme - Medicine, Modern Languages, Dentistry, General Arts, Nursing - in fact the only university course which they should not contemplate is Secretarial Science (because they have the secretarial skills by the time they graduate from the secondary school).

Disadvantages

Since the students must elect three academic options plus the time of two options in business subjects, they are denied the opportunity of taking other highly desirable options offered in the secondary school.

A student gifted in Art might be better advised to elect the Arts and Science Branch with the Art option, or the Science, Technology and Trades Branch (with double option time in Art) if the latter Branch is available in the community.

Similarly, girls who wish to take studies in Music or Home Economics should elect the Arts and Science Branch or, in the latter case, the Science, Technology and Trades Branch with double option time in Home Economics.

Grade 9 Business Subjects

Twenty per cent of the total time (eight to ten periods a week) is available for commercial studies.

Since students may change their plans at the end of Grade 9, it is essential that the subjects taken in Grade 9 should not interfere with inter-branch transfers.

Typewriting, four or five periods weekly, is obligatory. If a student transfers to Grade 10 of the Arts and Science Branch she will have a desirable skill for personal use. If a student transfers to the Business and Commerce Branch in Grade 10, without having taken Typewriting in Grade 9, she can be accepted into the Grade 10 Typewriting class, placed on a beginner's schedule and, if necessary, worked overtime to enable her to catch up to the rest of the class; if she is at the lower skill level by the end of Grade 10 she has further opportunities to improve her relative standing in Grades 11 and 12.

The remaining periods should be devoted to Business Practice. This is a broad course outlining the many aspects of business which enter into the life of the average citizen; it should stress consumer education and the ability to solve the business problems which confront the layman. While it should help in the development of good work habits, it should not become a course in record keeping. Imaginative teaching should lift this subject from the plane of "routine-learning" to that of "problem-solving" and communicating.

Many students enter the secondary school with poorly developed handwriting and untidy work habits. If practicable, a short, intensive Penmanship course may be given at the start of the school year as a preliminary to the Business Practice course. Worthwhile results can be achieved in six or eight weeks. Teachers of all subjects should co-operate by demanding improved standards of Penmanship in the day-to-day work of their pupils.

Grade 10 Business Subjects

A second course in Typewriting is offered; the objectives are vocational, although personal use objectives should not be overlooked.

Because of the limited amount of time available for business subjects, it is essential that Shorthand be started in Grade 10 and continued through Grades 11 and 12.

Grade 11 Business Subjects

The subjects for this grade are Office Practice and Shorthand.

Grade 12 Business Subjects

The full time for business subjects is devoted to Secretarial Practice. In this course the objective is professional skill in the secretarial subjects of Shorthand, Transcription, Typewriting, Office Practice and English.

Grade 13

Pupils may elect the Grade 13 course in Secretarial Practice, and the Grade 13 course in Mathematics of Investment if they have taken an option in Mathematics.

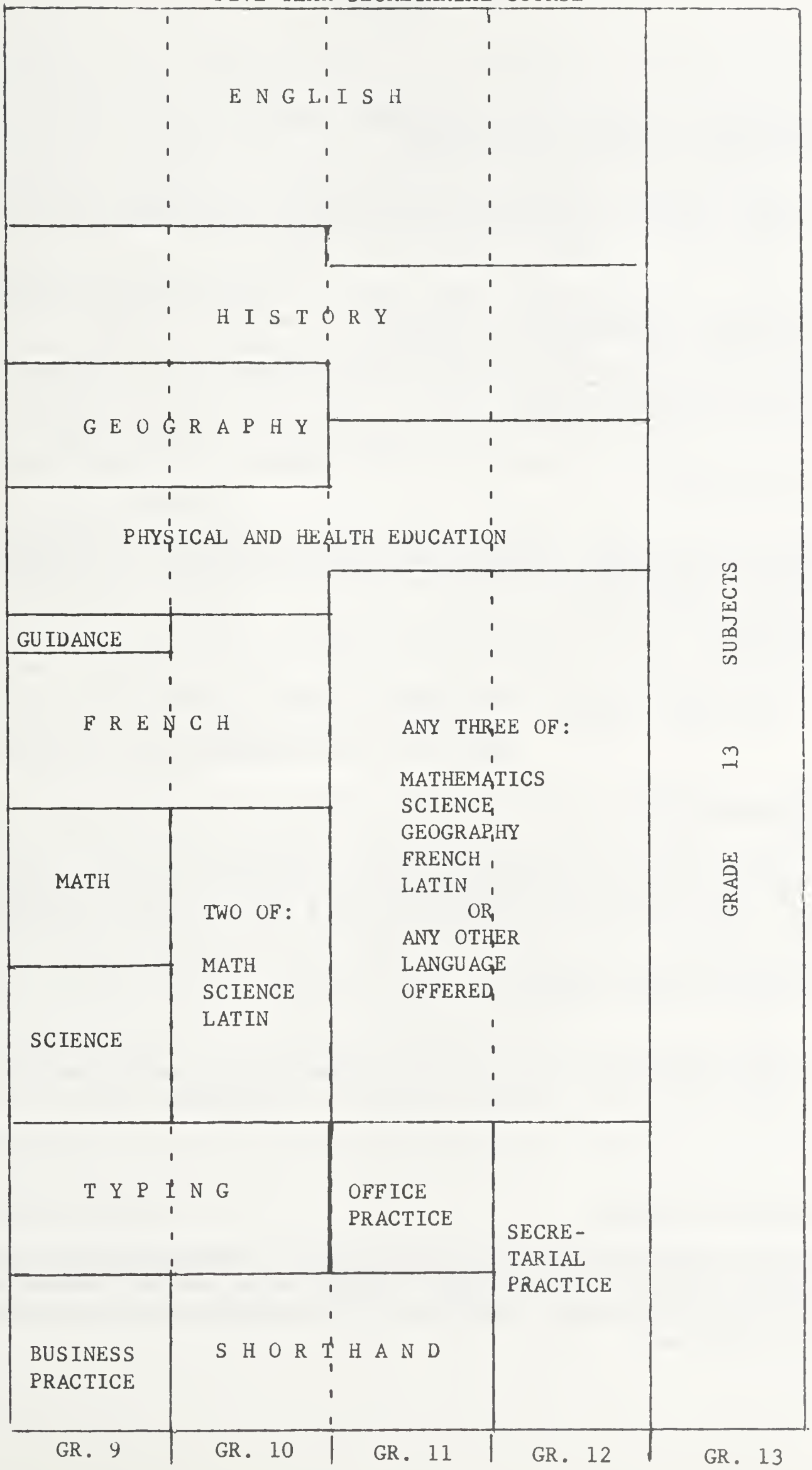
The other Grade 13 subjects will depend upon the options carried throughout, and the choice of post-high school education.

Suggested Time Allotment for Business Subjects

Five-year Secretarial Course

	45 Period Week	40 Period Week
Business Practice Grade 9	5	4
Typing Grade 9	5	4
Typing Grade 10	5	4
Office Practice Grade 11	5	4
Secretarial Practice Grade 12	10	9
Secretarial Practice Grade 13	5	5
Shorthand Grade 10	5	5
Shorthand Grade 11	5	5

FIVE-YEAR SECRETARIAL COURSE



BUSINESS PRACTICE
Grade 9

Aims

1. To acquaint the pupil with fundamental knowledge and practices useful in personal business transactions.

2. To help the pupil to understand and to solve his business problems; he should learn to organize his information effectively and to present his solutions in usable and attractive form.

3. To assist the pupil in the development of dependability, courtesy, thoroughness, neatness and accuracy.

4. To help the pupil acquire valuable basic skills as a foundation for further business studies.

5. To give a better understanding of the relation of the pupil to business and government.

6. To provide the pupil with the opportunity to assess his own aptitudes, interests and skills in relation to the requirements for success in business occupations.

Course Coverage

Five-year Courses: All topics of Parts A and B.
Four-year Courses: All topics of Part A and as many topics of Part B as time will permit.

Teaching Suggestions

Pupils are often able to obtain information about local business procedures by personal investigation. This should be encouraged whenever possible. Under direction pupils may visit a bank, a store, a business office or a travel agency. These activities will provide opportunities for using references for writing individual or co-operative reports and for presenting material orally to the class.

When the pupils are completing business forms and recording business transactions there should be continual insistence by the teacher on legible writing, neat ruling and approved methods of calculation.

Part A

1. The Use of a Budget

Meaning of the term and purpose of budgeting; examples of personal budgets; advantages of keeping a budget; budget control, comparison of estimated and actual expenditures; rebudgeting, reasons why this may be necessary.

2. Cash Book

Advantages of keeping personal cash records; recording of receipts and payments in a single-page cash book; calculation of the balance and proving the cash; balancing, closing and reopening the cash book; carrying the totals forward to the next page; using the records of the cash book to prepare a simple statement of income and expenditure; relating the budget to the statement of income and expenditure; recording, balancing, closing and forwarding in a two-page cash book.

3. Opening a Savings Account

Services offered by a bank to the public; safeguarding savings; the signature card; the deposit slip; blank and restrictive endorsements; the savings account pass book; the savings withdrawal receipt; the cheque and the cheque stub; the personal chequing account compared with the savings account; comparison of a bank, a trust company and a credit union with respect to savings accounts.

4. Acting as a Treasurer

Responsibilities of the treasurer of a student organization; reason for keeping a separate bank account; the current account; resolution of authority; making a deposit in a current account; obtaining receipts or vouchers; keeping a two-page cash book with cash and bank columns; the bank statement; reconciling with the bank; presenting a financial report; auditing the books.

5. Planning Personal Finance

Budgeting as done by the family; types of markets, retailer, wholesaler, manufacturer; buying with cash or on credit; basis of personal credit; methods of handling personal credit, charge account, deposit account, bank loan, promissory note, collateral; buying on the instalment plan; borrowing with monthly payments; interest and service charges.

The purchase of an automobile; cash or instalment payments; costs of car operation; the need for adequate insurance.

Investing savings; bank account, stocks, bonds, annuities; different kinds of life insurance.

Safeguarding business documents; safety deposit boxes.

6. Paying the Bills

Cash; meaning of legal tender; cheques; post office money order; bank money order; bank draft; express money order, use with C.O.D. express envelope; telegraphing and cabling money; methods of collecting accounts.

7. The Government and You

Types of government (local, provincial and federal), chief services performed by each; local - education, sanitation, police, fire, streets; provincial - education, highways, hospitals, social welfare; federal - defence, old age security, family allowances, unemployment insurance, provincial assistance.

Paying for services; government borrowing; taxes (local, provincial and federal); local - property, local improvement, business licence; provincial - gasoline, succession duties, sales tax, car licences; federal - customs duties, sales, excise, personal income tax, deduction at source, effect on gross pay.

The effect of all taxes on personal income; the value received by Canadians for their dollars.

8. Careers in Business

The various kinds of business in the community; office occupations found in these businesses, merchandising occupations; duties of a stenographer, secretary, typist, clerk, accountant, bookkeeper, teller, programmer, machine operator, receptionist, switchboard operator, salesman, clerk, cashier, etc. Training and qualification needed for the various kinds of business occupations. (Note: pupils from senior business classes can be employed for effective demonstrations of office practices and equipment.)

Part B

1. Sending Messages

The use of the telephone; taking telephone messages; telephone services; kinds of long distance calls and how to make them.

The various services offered by the post office in the transmission of letters and other classes of mail; the form of personal and handwritten letters and envelopes.

Telegrams and cablegrams; filing a telegram or cablegram; classes of telegrams; counting the words; calculating the cost.

2. Planning a Home

Renting a house or apartment; rights and obligations of landlord and tenant; planning for home ownership; saving for the down payment; buying a house already built; the mortgage; building your own home; the National Housing Act.

3. Maintaining a Home

Public utilities: their control and administration; water; electricity; private utilities; telephone and gas; calculating the costs of these services to the home owner.

Insurance: fire insurance on home and contents; theft and legal liability insurance; comprehensive policies; health and accident insurance; calculating the cost of the premium.

Taxes: payment of taxes; penalties; tax sales; source of taxes; assessment; assessment notices; appeals; the determination of the mill rate; break-down of the tax dollar in the local community.

Heating: advantages and disadvantages of different methods of heating; method of payment; miscellaneous upkeep of a home such as painting, landscaping, repairs.

4. Shipping Goods

Making personal shipments; types of service available: mail, express, freight, air shipment, pipe line; business papers used in making a shipment; insuring the shipment; regulation of rates.

5. Planning a Trip

Planning an itinerary; use of services of motor league, travel agency, private companies; travel by car, bus, ship, aircraft; arranging reservations; arranging credit; securing a passport.

TYPEWRITING I
Grade 9

This is the first-year Typewriting course for all programmes. The objectives are a thorough mastery of basic techniques and skills and the application of the skill to exercises which have value for personal use.

The vocational objectives of typewriting are emphasized in subsequent Typewriting courses.

1. A thorough mastery of the keyboard, including capitals, figures, signs and punctuation marks, should be developed by the touch system. At this stage frequent evaluation of posture, correct fingering and operating techniques is essential. Remedial exercises should be provided, as required, either for the whole class or for the individual pupil.

2. The names and proper manipulation of the operative parts of the machine should be introduced, as required.

3. Horizontal and vertical centering on 8½" x 11" and 8½" x 5½" paper: centering exercises.

4. Word division and capitalization.

5. Paragraphs with single and double spacing.

6. Typing of numbers: supplementary exercises given daily to develop accuracy and speed.

7. Reinsertion; typing on lined paper.

8. Erasing techniques.

9. Typing from handwritten copy: instruction and practice on setting up school notes.

10. Tabulation: use of main heading, sub-headings; simple one-, two- and three-column exercises.

11. Placement and arrangement of programmes, menus, announcements, notices, invitations. Practical application from the pupil's experience.

12. Personal letters.

13. The semi-blocked letter style; envelope to match.

14. Composing at the machine; making of rough drafts; completion of draft into final form.

15. Special projects chosen by the individual student.

TYPEWRITING II
Grade 10

1. Further development of typewriting skills with continued emphasis on facility, using proper techniques.

2. Special details in typing: care of typewriter; changing ribbons; punctuation, with special attention to the comma, semicolon, colon, parentheses; special characters such as the dash, ditto, exclamation, fractions, Roman notation, care of, multiplication, equality, minus, square root, minutes, seconds, feet, inches, pounds, division; abbreviations and contractions; making special characters.

3. Tabulation: parts of a table; principal tabulation styles - open, ruled, boxed, open leader; unarranged tabulation problems; ruling tables.

4. Business forms: cheques, promissory notes, drafts, deposit slips, messages, bills of lading, receipts, purchase orders, invoices, statements, telegrams, cablegrams, postal cards, index cards, labels, inter-office memoranda, non-printed forms, personal note forms.

5. Reports: preparing rough drafts; composition at the machine; final draft format; cover page; contents page; binding the report.

6. Erasures and corrections: spreading and crowding of letters; typing insertions; indicating corrections or revisions.

7. Business letters: full-blocked and indented styles; closed and open punctuation; placement of short, medium and long letters; use of letterhead stationery - standard, baronial, monarch, official and personal note sizes; preparation of envelopes to match; production-typing standards for business letters; use of machines with different type faces.

8. Carbon copies: carbon paper and copy paper; erasing techniques with multiple copies.

9. Duplicating: typing masters for spirit and stencil duplicators; correcting errors; running the duplicator.

10. Typing magazine articles and news releases.

OFFICE PRACTICE

Aims

The course in Office Practice should co-ordinate the knowledge and skills acquired by the student in the study of the other subjects of the curriculum. It should serve also as the "general" or "miscellaneous" course, providing the students with a more complete and integrated commercial education and helping them to become familiar with the requirements, the characteristics and the organization of business offices.

Suggestions

Assignments in Office Practice should stress the importance of accuracy and clarity of answers, good English, good typing arrangement and neatness. The work should meet the requirements of a "deadline" and achieve "mailability" standards.

Approximately three-quarters of the time allotted to Office Practice should be spent in practical work and skill development in the typing room or in the office practice room. The teacher will have to plan carefully to see that students receive full benefit from this training.

Some of the practical exercises may consist of work for the school office or for outside organizations such as charitable institutions. Great care should be exercised by the teacher to ensure that such work has definite educational value, that it is properly scheduled and that it does not make excessive demands on the student's time.

OFFICE PRACTICE
Grade 11

1. Further development of typewriting skills with continued emphasis on facility and proper techniques; extensive practice in composing and preparation of rough drafts; drafts to include more advanced centering and tabulation problems of statistical material; completion to final report form.

2. Business letters: extensive typewriting practice with carbon copies and emphasis on the styles most common in the community; addressing envelopes to match the letter styles on Nos. 7 - 10 envelopes; adequate practice in the use of letterhead paper of standard size with multiple copies; production standards for typing letters.

3. Handling routine correspondence: incoming mail - opening, sorting, distribution.

4. Office standards: knowledge, training, personal characteristics desired by employers; office deportment and grooming; standards of accuracy and acceptability of work done in offices; employer's viewpoint; employee's responsibilities; importance of accuracy and reliability in business; student's responsibilities in this course.

5. Personal assets: manners, grooming, speech.

6. Meeting the public: receiving callers; making appointments; handling the appointment; cancelling an appointment.

7. Postal information: all classes of mail with emphasis on first and third class mail; air mail; registration; insurance of parcels; money orders; C.O.D. service; miscellaneous information - special delivery, insufficient postage, pre-cancelled stamps, postal permits, postal meters, rural directories, etc.

8. Telephone information: making telephone calls - courtesy, voice, language; the directory; dial, direct dial, manual, pay-station phones; answering the telephone; disposition of incoming calls; long-distance calls; confirmation letters; time zones; the private switchboard.

9. Telegraph, cable and wireless: classes of service; preparing messages; review of typing messages; confirmation letters; time zones.

10. Banking: commercial students should become very well acquainted with banking forms and procedures. (The study of banking in the Office Practice Course should supplement the banking knowledge acquired in other courses on the curriculum.)

11. Transportation of goods: parcel post; express; freight by mail, ship, truck, and airplane; C.O.D. services; express receipts, bills of lading, freight bills; choice of transportation services.

12. Customs services: purpose of duties; ports of entry; kinds of duties; clearing the goods entering by mail, by express, by freight; drawbacks. (This topic to be given intensive treatment only in the communities where the teacher considers it very important.)

13. Other equipment: office furniture; machines for addressing, stamping, and sealing letters; intercommunication systems; time clocks; copy-holders; numbering and dating machines and appliances; staplers; perforators; letter openers; stamp affixers; envelope moisteners; arrangement of furniture and equipment in an office.

14. Duplicating machines: kinds of duplicating machines; cutting stencils and master copies; correcting errors; printing the copies; cleaning, filing and preservation of stencils; mass production of circular letters; form and follow-up letters; business forms; chain feeding of envelopes for same.

15. Filing: parts of a file; simple files; rules for alphabetic filing; practice in applying the rules; parts of a typical file; study and use of simple alphabetic files.

16. Sources of information: reference books - commercial, financial, personal, general; information service bureaus; credit organizations, other sources of information; use of library assignments.

SHORTHAND

The Shorthand objectives for pupils in the Five-year Secretarial Course, by the end of Grade 12, are as follows:

1. Writing material of average difficulty at a rate of 100 to 120 words a minute or higher.

2. Writing shorthand under normal office conditions, making all changes and corrections indicated by the dictator.

3. Reading either plate shorthand or written notes at speeds from 175 to 250 words a minute.

4. Transcribing written notes at the typewriter at speeds from 15 to 25 words a minute.

5. Transcribing not only letters but also reports, memoranda and messages in correct form.

6. Producing transcription which meets the quality-demands of the most critical employer.

7. Using shorthand for personal note-taking.

SHORTHAND I
Grade 10

1. Introduction to the concept of writing shorthand according to sound.

2. Vocabulary: the automatic writing of the 1,500 commonest words; extension of vocabulary to include derivations of root words; use of the shorthand dictionary.

3. Reading: rapid reading from the text plate material and fluent oral transcription from written notes.

4. Penmanship: small, neat outlines written from dictation of material within the vocabulary range.

5. Drills: short forms; common words; intersections; simple phrasing.

6. Completion of the New Basic Course in Pitman Shorthand, with reading and writing from supplementary texts.

SHORTHAND II
Grade 11

1. Theory: increased emphasis on facility in the use of short forms, contractions, intersections, phrasing, circles, loops, initial and final hooks, halving, doubling, prefixes and suffixes.

2. Vocabulary: expansion of shorthand vocabulary by means of supplementary reading material; the automatic writing of the 6,000 commonest words; previewing and testing new vocabulary exercises; use of exercises designed to increase word retention and comprehension of dictated material.

3. Dictation: writing from dictation at increased rates and for continuous periods of from three to five minutes; transcription on the typewriter with special emphasis on letter placement, on letterheads of various kinds and sizes.

4. Office style dictation: practice in taking dictation at uneven rates; interrupted dictation; incomplete dictation, i.e., omitting the address, the salutation or the closing; making changes in the letter after the dictation is completed.

5. Reporting: use of shorthand, where feasible, in school subjects and pupil activities; giving pupils instructions written in shorthand; requiring pupils to submit information written in shorthand.

SECRETARIAL PRACTICE I
Grade 12

The main objectives of this course are:

1. The continued development of the skills, techniques and desirable personal attributes which combine to form secretarial efficiency.

2. The broadening of the courses of study to include topics of an advanced nature.

3. The application of skills and knowledge to specific problems and projects throughout the year.

Outline of Course

Part A - Skill Development

1. Extension of shorthand vocabulary; short forms and contractions contained in the 8,000 commonest words. Review of the principles of the Pitman system.

2. Report practice: increase in facility in writing shorthand for various kinds of letters, reports, memoranda, etc.; periods of from three to five minutes with short rest intervals between.

3. Transcription practice.

4. Further development of typewriting skills with continued emphasis on facility and proper technique; extensive practice in composing and preparation of rough drafts; drafts to include more advanced centering and tabulation problems of statistical material; completion to final report form.

5. Typing more difficult letters and statistical matter; letters containing statistical and tabulated matter; letters longer than one page; use of the long carriage typewriter with columnar paper and with plain paper; typing of financial statements and more difficult statistical matter; use of electric typewriters.

Part B - Topics for Detailed Study

1. Filing procedures, systems and equipment: steps preparatory to filing - coding, cross-reference, follow-up, sorting; filing systems - alphabetic, direct-name, numeric, subject, geographic, chronological; card filed and card indexes; visible index systems; signals; transfer of files; withdrawing material from files; practice in the use of vertical filing systems and card systems.

2. Business and office organization: classification of businesses; executives and their responsibilities; the work of the departments; buying and selling procedures; methods of payment and collection; requisitions, purchase orders, purchase invoices, inventory records; sales orders; invoices; statements of account.

3. Legal forms and documents: completion of printed forms; typing of complete documents; legal requirements and practice with respect to completing documents such as - power of attorney, bill of sale, lease, mortgage, will, resolutions; folding and endorsing of legal documents.

4. Composition and typing of reports: following instructions and information given; collecting information from source material or books of reference; various kinds of reports such as - sales, advertising, department or branch, credit, collection, personnel, market.

5. Travel arrangements: schedule of itinerary; obtaining tickets; reservations for travel; reservations for hotels; arranging funds or credits; maintaining contact with travellers; checking and clearing expense accounts.

6. Applying for a job: letters of application; use of the data sheet.

SECRETARIAL PRACTICE II
Grade 13

The three main objectives of this course are:

1. The continued development of the skills, techniques and desirable personal attributes which have resulted from the courses in Stenography, Business Correspondence, Typewriting and Office Practice of Grades 11 and 12.

2. The broadening of the courses of study to include topics of an advanced nature.

3. The application of skills and knowledge to specific problems and projects throughout the year.

Parts A, B and C of the course as outlined are designed to meet these three objectives respectively.

Note: (i) A minimum of five periods weekly is required for this course.
(ii) Students writing the Grade 13 Departmental Examination in Secretarial Practice are responsible for all topics covered in both the Grade 12 and Grade 13 courses of study.

Part A - Skill Development

1. Extension of specialized shorthand vocabulary: short forms and contractions contained in the 10,000 commonest words; specialized vocabularies related to particular professions, trades, industries, merchandising, transportation, and insurance with special attention to those important in the community.

2. Report practice under varying conditions: several letters under pressure of time; sustained dictation under typical office conditions; interrupted and revised dictations.

3. Dictation at the typewriter: typing of letters, memoranda and brief reports from direct dictation.

4. Composition at the typewriter: composition of letters, memoranda and brief reports.

Part B - Topics for Detailed Study

1. Preparation of manuscripts: preview of rough draft for spelling, diction, omissions or insertions, sentence structure and grammatical accuracy; typing of manuscripts - headings, sub-headings, margins, spacing, pagination, footnotes, marginal notes, references and quotations, bibliography; proof-reading, proof-reader's marks, correction of proofs.

2. Composition of business letters: various types; completion from marginal notes or from written or dictated memoranda.

3. Foreign trade: a brief survey using typical export and import transactions; promotion of trade through Department of Trade and Commerce, Boards of Trade, Chambers of Commerce; credit rating services; Canadian Manufacturers' Association; chartered banks; shipping documents - negotiable bill of lading, insurance policy or certificate of insurance, consular and commercial invoices, certificate of origin, packing list, health certificate; financing foreign transactions - bill of exchange, letter of credit, cable transfer, open account.

4. The organization secretary: organization of an association - nature, aims and objectives; constitution of an association; election or appointment of executive officers and committees; duties of officers, committees and members; corporate responsibilities of members; by-laws, meeting of an association - notice, agenda, rules of conduct, order of business, preparing and passing motions or amendments, presentation of reports, writing of minutes.

5. Reporting procedure: minutes of board or committee meetings; conventions; court proceedings.

Part C - Suggested Projects and Practice

1. Compilation of Secretary's Style Book and Manual: letter styles, envelope addressing, postal cards; special characters and type; carbon paper and copies, manifold and onion skin papers; syllabication, hyphenation, punctuation, abbreviations; rules for expressing numbers; proof-reading; filing systems, rules for alphabetizing; handling incoming and outgoing mail; telephone usage; tabulations; requisition and care of supplies; organizing transcription; tickler file and follow-up; special techniques and devices.

2. Report or thesis on a business topic: collecting and arranging data gathered from personal investigation of actual business usage and from extensive reading bearing on an assigned or selected topic; preparation of the report based on data obtained.

3. Report on a visit to an office: arrangements for the visit; class discussion on objectives of the visit and special points for observation and investigation; preparation and submission of report by individual pupils.

4. Advanced shorthand reporting: reporting and transcribing two or three public addresses; reporting and transcribing minutes of meetings.

FIVE-YEAR ACCOUNTANCY COURSE

This course is of particular interest to students who are planning post-high school courses in Commerce and Finance, Business Administration and Chartered Accountancy.

The popular options in this course are French, Mathematics and either Science or Geography.

Grade 9

The Grade 9 programme is the same as that for the Five-year Secretarial Course. Typewriting is given only in Grade 9, and the emphasis is on typewriting for personal use.

Professional accountants and auditors stress the desirability of good penmanship; a short, intensive course at the beginning of the Business Practice course, as suggested previously, is desirable.

Grade 10

The study of double entry Bookkeeping is started in Grade 10 (Course I, four or five periods).

Since the students will be taking general mathematics, the other Grade 10 commercial course will be Business Mathematics and Business Machines. The business machines will be used as tools during the course.

Grade 11

Bookkeeping is offered four or five periods weekly. The rest of the time is devoted to Business Organization and Management, a new course of considerable complexity which lends itself to the case method of instruction.

Grade 12

Accountancy is offered four or five periods weekly. The choice of one additional senior commercial subject is offered from the following:

Business Finance
Data Processing
Economics and Law (semestered)
Economics
Law
Grade 13 Accountancy Practice

Grade 13

Courses may be offered in Grade 13 Accountancy Practice and Mathematics of Investment and students may write the Department of Education Grade 13 papers in these subjects.

Other papers which may be selected by students who have taken the options in French, Mathematics and either Science or Geography are the following:

English Literature
English Composition
History
Geography
French Authors
French Composition
Geometry
Algebra
Trigonometry and Statics
Physics
Chemistry
Botany
Zoology

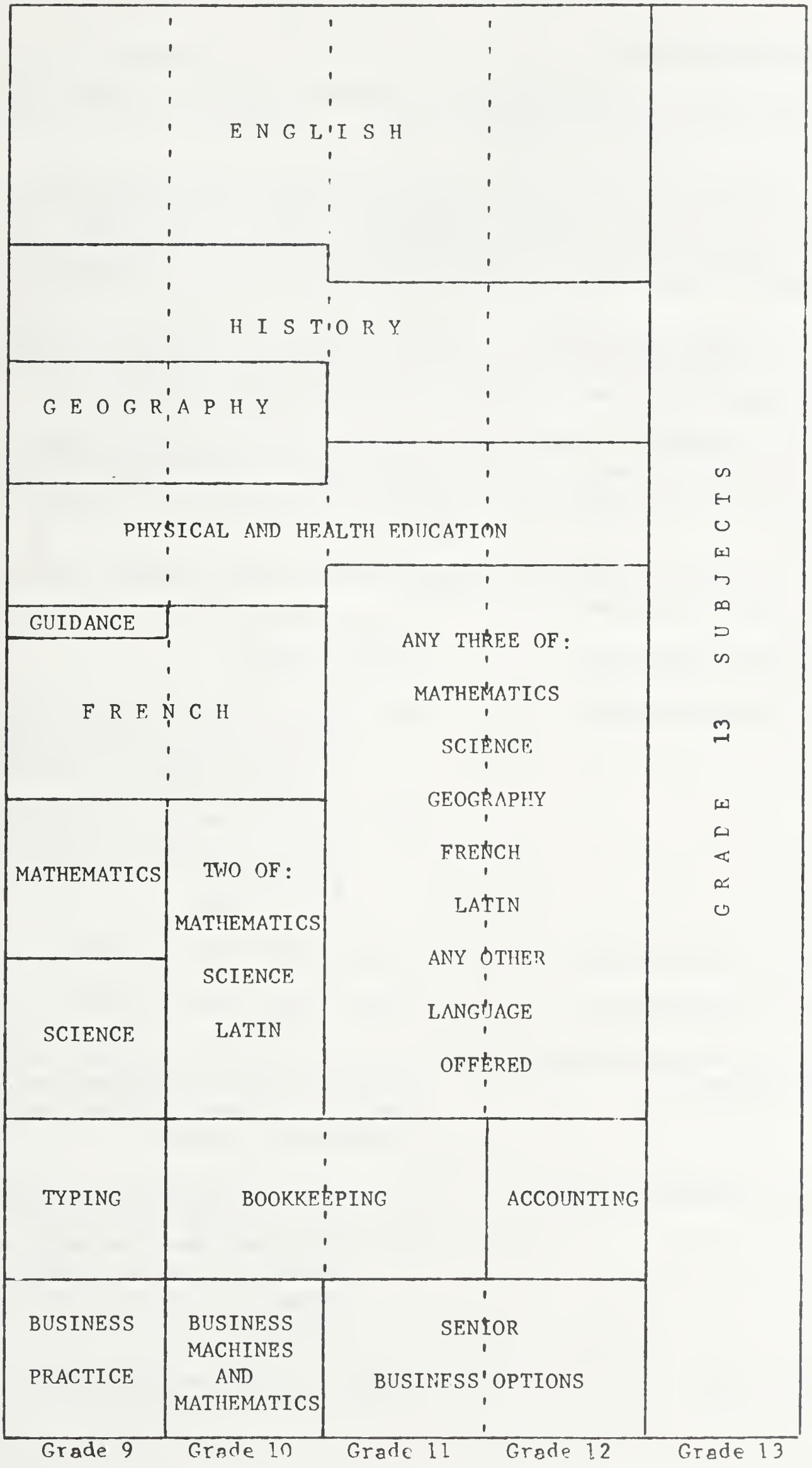
It is obvious that students in the Five-year Programme of the Business and Commerce Branch will not experience difficulty in securing nine Grade 13 papers. Many of them will be able to qualify also in Accountancy Practice (Grade 13) and Mathematics of Investment (Grade 13).

Suggested Time Allotment

Five-year Accountancy Course

	45 Period Week	40 Period Week
Typing Grade 9	5	4
Business Practice Grade 9	5	4
Bookkeeping Grade 10	5	5
Bookkeeping Grade 11	5	5
Accountancy Grade 12	5	5
Accountancy Grade 13 (as an option in Grade 12)	5	4
Business Machines and Mathematics Grade 10	5	4
Business Organization and Management Grade 11	5	4
Business Finance Grade 12	5	4
Data Processing Grade 12	5	4
Economics Grade 12	5	4
Law Grade 12	5	4
Economics and Law Grade 12 (semestered)	5/5	4/4

FIVE-YEAR ACCOUNTANCY COURSE



Timetable Arrangements

It should not be difficult to maintain classes of economical size in the Five-year Secretarial Course.

In schools of moderate size the classes in the Five-year Accountancy Course may be small. While the students can be combined with those of any other five-year courses for 80% of their work, the principal may be faced with timetabling problems when he attempts to form economic groups for the business subjects.

He should not propose a common course for pupils in the Five-year Accountancy and Secretarial groups after Grade 9. They are incompatible because they have radically different vocational objectives.

Nor should he combine pupils of the Five-year Accountancy Course with those of one of the Four-year Business and Commerce courses unless the courses of study, as outlined in this book, are the same for both groups.

A number of effective groupings can be made, however, such as the ones suggested below:

Five-year Accountancy	Other Groups
Grade 10 Bookkeeping	(a) Five-year Arts and Science class taking a single option in Bookkeeping and Accountancy in Grades 10 to 12. (b) General Business (Bookkeeping) Four-year class, if given Five-year Course in Bookkeeping and Accounting.
Grade 11 Bookkeeping	Same as for Grade 10 above
Grade 12 Accountancy	Same as for Grade 10 above
Grade 11 Business Organization and Management	With any Grade 12 Business and Commerce class (including the Special One-year Business Course) taking this subject
Grade 12 Business Finance	(a) With Five-year Arts & Science class taking this subject (b) With Four-year Business and Commerce class or a Special Commercial class taking this subject
Grade 12 Law	Same as in (a) and (b) above

Grade 12 Economics	Same as in (a) and (b) above
Grade 12 Data Processing	With Grade 12 of any Four-year Business and Commerce class

Note: In the Five-year Accountancy Course two subjects of Grades 11 and 12 (but not Bookkeeping and Accounting) may be offered as a two-year cycle. For example, the Grades 11 and 12 classes may be combined in one year for Business Organization and Management and in the following year for Business Finance.

Grade 9 Courses in BUSINESS PRACTICE and in TYPEWRITING

Grade 9 course outlines in the Five-year Accountancy Course for the subjects Business Practice and Typewriting are the same as those outlined for the Five-year Secretarial Course.

For the course in Business Practice see page 6,

For the course in Typewriting see page 9,

in the Five-year Secretarial Course.

BOOKKEEPING AND ACCOUNTANCY

Aims

1. To develop logically and gradually the basic bookkeeping and accounting principles.

2. To apply these principles in practical exercises so that the student may obtain a sound basis for a vocation in the field of accountancy.

3. To inculcate in the student good habits of neatness and accuracy so that he may produce work of good business standards.

Presentation of Material

Throughout the course there should be emphasis on neatness, accuracy, and good form. Attention should be paid to headings, proper and complete dates, correct ruling and the clear writing of numbers. Method of locating and correcting errors should be emphasized.

After teaching each section the teacher should assign short sets in which, frequently, actual business papers are used in lieu of text-book narratives.

In the senior years office visits may be arranged to acquaint pupils with the accounting procedures in local firms. Observations of methods of inventory control, handling of accounts receivable, including the collection of accounts, payroll procedures and data processing installations, are of particular interest.

BOOKKEEPING
Grade 10

1. Introduction: reasons for keeping records; use of business documents; nature of records; necessity for accurate records; importance of bookkeeping knowledge in various occupations.

2. Balance sheet: personal balance sheet; balance sheet of a business; the fundamental equation; common assets and liabilities; effect of simple business transactions on assets, liabilities and capital; rules of debit and credit.

3. Profit and loss statements: simple profit and loss statement with three sections; expansion of each section with the addition of inventories and then returns and freight-in; methods of determining merchandise inventory; effect of simple transactions on profit and loss account; rules of debit and credit expanded.

4. Ledger: the purpose of accounts; forms of accounts; use of accounts to record increases and decreases in assets, liabilities and capital, or ownership; equality of debits and credits; the purpose and form of a trial balance.

5. General journal: the purpose and form of the two-column general journal; recording transactions; posting entries; trial balance.

6. Work sheet: the purpose and use of the six-column work sheet; recording of new inventory; financial statements including statement of proprietorship.

7. Closing of books: profit and loss summary account; closing and reopening the merchandise inventory account; closing the trading and expense accounts; closing the profit and loss to drawing or capital; drawing to capital; post-closing trial balance.

8. Simple adjusting entries: adjustments required to record prepaid expenses and depreciation of one or two fixed assets; eight-column work sheet; adjusting and closing entries.

9. Elementary special journals: cash receipts journal; cash payments journal; purchases journal; sales journal; posting of these journals to the accounts in the general ledger; cash short and over; use of actual business papers in lieu of text-book narrative.

10. Accounts receivable ledger and its control account: the purpose of control accounts; sales slips and invoices; credit invoices; terms of sale; modern credit plans - cycle billing, deposit account, limited charge, revolving credit, conditional sales, budget plan; monthly statement of account; sales journal; sales returns and allowances journal; accounts receivable summary; various methods of recording sales; use of bookkeeping machines in accounts receivable problems.

11. Accounts payable ledger and its control account: the purpose of control account; stock records; requisitions; purchases journal; purchases returns and allowances journal; accounts payable summary; use of bookkeeping machines in accounts payable problems.

12. Cash journals and cash discounts: changes in journal resulting from division of accounts into three ledgers; cash discounts; columnar cash journals with discounts; purpose of special columns; financial income and expense illustrated on profit and loss statement.

13. General journal: entries affecting accounts receivable and accounts payable.

14. Practice sets with business papers.

BOOKKEEPING
Grade 11

1. Drafts and promissory notes: definition and form of a commercial draft; kinds of drafts; parties to a draft; course of a draft; bank charges for collecting drafts; discounting drafts; the practical use

of commercial drafts in business; form of promissory note; interest on notes; bookkeeping entries for recording drafts and notes in two-column general journals and cash journals.

2. Imprest system of petty cash and multi-column cash journals: principles of cash control; petty cash fund; use of vouchers; petty cash book; bank account in ledger and bank column in cash journals; daily deposits; exchange on cheques; bank charges; borrowing from a bank; credit memorandum; debit momorandum; dishonoured drafts; bank statement; bank reconciliation both with and without business papers.

3. Special adjustments: bad debts, aging accounts receivable; allowance for bad debts; writing off uncollectible accounts; adjusting the allowance; recovery of a bad debt; depreciation of fixed assets; obsolescence; accumulated depreciation; straight line and diminishing value methods of estimating depreciation; depletion; prepaid expenses; deferred expenses; accrued expenses and income; adjusting, closing and reversing entries; ten-column work sheet.

4. Classified financial statements: reasons for classification of balance sheet; classification of expenses on profit and loss statement; percentages; simple ratios; analysis of company statements.

5. Partnerships: advantages and disadvantages of partnership as a form of business organization; partnership agreement; forming a partnership; goodwill; partnership balance sheet and profit and loss statement; distribution of profits and statement of partners' capital.

6. Payroll: methods of paying employees; time cards; payroll summary; payroll account; payroll deductions - income tax, hospitalization, unemployment insurance, group insurance, pension and union dues; cash payments journal entries; employee's earnings record; pay cheque and statement; currency memorandum and requisition; where equipment is available, machine recording correlated with the above.

7. Synoptic or combination journal: the use of a combination journal in small organizations having one bookkeeper; variations of the combination journal to suit particular business; posting from the combination journal.

8. Non-trading organizations: definition of non-trading organization; record books; difference between receipts and income and between payments and expenditures; statements of receipts and payments; income and expenditure and a balance sheet.

9. Columnar journals: departmental merchandise accounts; special columnar purchases, sales and cash journals.

10. Voucher system: advantages and disadvantages of the voucher system; method of checking invoices; preparation of voucher; voucher register; filing unpaid vouchers; record of payment in cheque register and voucher

register; filing of paid vouchers; posting from both books; proving vouchers payable; bank reconciliation.

11. Practice sets with business papers.

ACCOUNTANCY
Grade 12

1. Departmental accounting: purposes of departmental accounting; journals and records designed for departmental accounting; analyses of purchases, sales and expenses by departments; division of expenses; work sheet and financial statements.

2. Manufacturing accounting: general principles; materials and stock control; wages, direct and indirect; time cards; payrolls; factory overhead expense; work sheet and financial statements.

3. Perpetual inventories: materials purchased; purchase book; stock cards; production orders; goods in process; inventory cards for finished goods; finished goods sold; inventory controlling accounts - new materials, goods in process, finished goods; valuation of inventories.

4. Partnership: revaluation of assets; goodwill; termination of partnership; sharing of profits; sale of business; realization and distribution of assets.

5. Limited companies: organization; legal requirements; prospectus; incorporation; issue of stock, common and preferred, par and no-par value; organization expenses.

6. Limited companies (continued): books of entry; opening entries for a new company; distribution of profits; dividends; financial statements; changing a partnership to a company.

7. Elements of cost accounting: purpose of cost accounting; job order and process cost accounting; perpetual inventories; division of overhead costs; direct and indirect labour costs; forms and statements.

8. Practice set.

ACCOUNTANCY PRACTICE
Grade 13

1. Review of previous topics: non-trading organizations; bank reconciliation statements; work sheets; accumulated depreciation; allowance for bad debts; depletion; obsolescence; payroll; control accounts; columnar journals; voucher system; departmental accounting; manufacturing accounting; partnership; limited company.

2. Bonds: compare with other methods of financing a business; types of bonds; procedure for issuing bonds; bond premium; bond discount; amortization; redemption; reserves and sinking funds for redemption; entries to record bond transactions.

3. Reserves: types of reserves; use and advantage of reserve funds; presentation on balance sheet.

4. Bankruptcy: elementary statement of affairs and realization and liquidation statement for a limited company.

5. Analysis and interpretation of accounting data: comparative financial statements - balance sheets, operating statements; application of funds; ratio - current, quick, turnover, operating, etc.; trends and graphical representation.

6. Machine accounting and data processing: application of machines to accounting systems; cash register used as a charge account posting machine; bookkeeping machines to handle accounts receivable; accounts payable; payroll forms and sales analysis; coding of accounts; card-punch machines to record basic data for processing in sorting and tabulating machines; transfer of data by card-punch machines or tape machines; other machines used to simplify bookkeeping procedures and labour saving costs; visits to offices using this equipment.

BUSINESS MACHINES AND MATHEMATICS
Grade 10

During the first term pupils take instruction in the operation of various kinds of calculators. Because of the limitation of time the aim is that of acquaintanceship rather than the development of high rates of speed.

The balance of the year is devoted to the study of a number of Business Mathematics topics. For this part of the course the calculators should be used as tools for the mechanical operations involved in the exercises and problems.

For further information about business machines, see pages 63-69.

First Term

Instruction and practice on the ten-key, rotary, key-drive and other types of calculators in the business machines room. Exercises in addition, subtraction, division and multiplication.

Second and Third Terms

1. Problems in banking: determining the amount of interest or discount on a note; more difficult problems involving the determination of the amount of the loan, the period of time and the rate of interest; computing exchange and bank charges; maintaining a bank account; preparing a simple bank reconciliation.

2. Purchasing personal property: buying cars and major household appliances; a study of the contract; figuring the interest rate demanded; insurance for personal property.

3. Profit and loss: calculation of profit and loss based on cost price and on selling price; calculation of cost price; calculation of selling price; determination of net profit.

4. Invoicing: the preparation of the invoice; proper checking of the invoice; cash discounts; trade discounts; sales tax.

5. Buying and selling on commission: determination of remuneration of salesmen who sell on commission, or on salary plus commission.

6. Foreign exchange: the currency units of countries with which Canada has extensive trade dealings; newspaper quotations of exchange rates; making payments in foreign countries; bank drafts.

7. Excise taxes and customs duties.

8. Buying and selling real estate: cost of land and buildings; real estate mortgages; municipal taxation; making adjustments for interest accrued and taxes paid; payment of interest and principal by periodic instalments.

BUSINESS ORGANIZATION AND MANAGEMENT
Grade 11

Objectives

1. To give the student a knowledge of the various fields of activity in the business world and an understanding of the capitalistic system.

2. To give the student a knowledge of types of business problems and their solutions.

3. To assist students to see the relationship between business and society and to recognize the importance of business ethics.

4. To encourage students, as future business people, to realize their responsibility in the success or failure of the business in which they are employed.

Presentation

The methods used must, of course, depend upon the background and temperament of the teacher. Assigned questions may be used to develop discussion. Variety may be provided by using speakers from industry, visual aids, tours and a range of business publications. Student participation may be obtained by assigning essays and research projects. In some parts of the course the case method can be used to advantage. Bulletin board displays, prepared by the students, should be used extensively.

Part A

1. Basic features of the Canadian economic system: private property; freedom of enterprise; private profits; government controls; government ownership; non-profit activities of business; elements of the welfare state.

2. Structure of Canadian business: primary, secondary, distributive, financial and service industries with Canadian examples.

3. Types of business: individual proprietorship - advantages and disadvantages; partnership - types of partners, agreement, advantages and disadvantages; corporation - historical growth, the charter, limitations imposed by Companies Act, advantages and disadvantages; co-operatives - producer and consumer, ownership, advantages and disadvantages; credit unions; state-owned industry - public utilities, crown companies.

4. Combinations: horizontal and vertical; historical growth; characteristics; interlocking directorates; Combines Investigation Act; modern examples of combinations in Canada.

5. Organization of a business: types of organization - lineal and functional; departments and their purpose - personnel, purchasing, production, sales, advertising, planning, research, stores, shipping, warehousing, credit and collections, accounting, legal, engineering, statistical, mailing, filing, duplicating, etc.

6. Management: its purpose and aims; duties of officials of limited companies - director, chairman, president, vice-president, managing director, general manager, secretary, treasurer, comptroller, solicitor, department manager, branch manager, superintendent, etc.

Part B

A study of several business departments. The teacher will decide whether to study a few departments in considerable detail, or a wider range of departments more extensively.

A topical arrangement for several departments is given below:

1. Personnel Department

Employment: job evaluation, time and motion studies
Sources of labour: within the organization, former employees, schools and colleges, employment agencies, advertising, job seekers
Education: training employees, apprenticeships, health and safety training
Welfare: recreation, group insurance, savings plans, legal advice, housing
Transfer, promotion, discharge, lay-off: requisites for promotion, reasons for discharge, cause of lay-offs
Labour management relations: types of unions, union organizations, union contracts, aims of unions, aims of management, settling disputes
Payment plans: salaries, wages, overtime, commissions, profit-sharing, incentive plans, holiday plans, miscellaneous (use of time clocks, in and out signature books, bonding, company cars).

2. Purchasing Department

Relations with other departments
Types of purchases: equipment, raw materials, processed merchandise, office supplies
Routine of the department: purchasing agent and his duties, receiving clerk and his duties
Purchasing practice: out of stock, futures, contracts, options.

3. Production Department

Factors affecting location: land costs, labour rates, transportation facilities, public utilities available, sources of raw materials, location of markets, climatic conditions, local taxes and benefits
Factors affecting construction: strength and rigidity, fire protection, light and heat, ventilation, elevators, power, sanitary conveniences, appearance
Layout: types of processes, flow of work
Aims of production: quality, quantity, economy, speed, style, popularity

Types of production: for contracts, for stock
Influences on production: mechanization, mass production, standardization, specialization, automation
Production control: control of materials, control of personnel, control of product, control of cost
Warehousing: perpetual inventory records, physical inventory records, shelf and bin cards, stock inspection reports, in and out books
Shipping the product: steamships, railways, airlines, transport trucks, delivery trucks, delivery books and shipping records.

4. Sales Department

Definition of marketing
Marketing functions
Marketing laws
Sales in a retail organization
Risks in retailing
Classification of retailers: general stores, department stores, specialty stores, single line stores, supermarkets, discount houses, list price variety
Classification of retailers re ownership: independents, chain stores, voluntary chains
Selling methods: coupons, discounts, premiums
Sales in a wholesale organization
Definition of wholesaling
Services of wholesalers to manufacturers: contact retailers, store of manufacturers, assume credit burdens
Services of wholesalers to retailers: simplify buying problems, prompt delivery, storage service, credit facilities, merchandising aids
Classes of wholesalers: full service wholesalers, wholesale merchants, specialty wholesalers, rack jobbers, voluntary group wholesalers and retailers, industrial distributors, importers and exporters
Limited function wholesalers: cash and carry, drop shippers, wagon distributors
Agents and brokers: manufacturer's agents, brokers, selling agents, commission merchants, auction companies, export and import agents
Price determination: definition, business factors that determine price, price policies, equilibrium theory.

5. Advertising Department

Definition of advertising
Relation of advertising to selling
Demand-creation
Types of advertising: institutional, commodity
Media: newspapers, magazines, radio, television, direct mail, outdoor, transportation, business papers
Tests of effective advertising: consumer pretest, inquiry test, sales test, identification, readership reports, ratings

Increased costs because of advertising
Regulations
Function of advertising agency
Duties of advertising manager
Display of goods and mercantile layout: packaging, store layout and equipment, type of service, characteristics of customer traffic, customer parking, lighting, ventilation and heating, store service requirements.

BUSINESS FINANCE
Grade 12

Objectives:

1. To assist the student to understand business and government financing.

2. To serve as an introduction to the building of an investment programme.

Suggestions

Each student in the class should select a Canadian company for individual study. He should (1) chart weekly the market price of the common or preferred shares of the company, (2) keep press clippings of all items which appear on the financial page of the daily newspaper concerning his company, (3) attempt to find an explanation for seasonal, cyclical or short-term fluctuations in the value of the securities and (4) secure an annual statement of the company and make a careful analysis of it.

Before the end of the school year, the student should be given the opportunity to present orally to the class an account of the company he has studied, its place and importance in the national economy, its position within the industry, an analysis of its financial structure and its earnings, the value and yield as an investment, as well as the reasons for its price variations.

If possible, the students should be taken for field trips to several of the industries which have been studied. They should also visit a stockbroker's office and, if convenient, one of the stock exchanges.

1. Saving and borrowing: the importance of saving to an individual and to a business; the reasons why individuals, businesses and governments borrow; the immediate and long-term results of borrowing in a foreign country.

2. Means of saving: savings institutions - chartered banks, credit unions, post office, government savings offices, trust companies; pensions; annuities; different kinds of insurance policies; home ownership.

3. Means of borrowing: lending institutions - banks, credit unions, finance companies; insurance policies; mortgages; personal loans; instalment purchases; the advantages of various types of borrowing for short-term financing.

4. Bonds and debentures: nature of a bond; definition; description; protection against forgery; issue date; maturity date; call features; denomination; interest; two-way bonds; bearer bonds; registered bonds; interim certificates.

   Factors affecting value of bond: credit rating of issuer; rate of interest; length of term.

   Government of Canada bonds: sources of funds; Canada Savings Bonds; other types of Dominion of Canada Bonds; call feature; Dominion guaranteed bonds.

   Provincial bonds: sources of provincial funds; why bonds of some provinces sell at higher prices than others.

   Municipal debentures: sources of municipal funds; restrictions on municipal borrowing; measuring municipal credit.

   Corporation bonds and debentures: mortgage bonds; first mortgage bonds; closed and open mortgages, second mortgage bonds; refunding issue; collateral trust bonds; convertible bonds and debentures; sinking fund bonds; serial bonds and debentures; corporate debentures; subordinated debentures; corporate notes; convertible debentures - characteristics, market performance, exercising conversion privilege; debentures carrying warrants; price action of warrants.

5. Bonds and debentures (continued): determination of yield of bond; determination of value of bond by the use of bond tables and by the use of mathematical tables; judging value or investment quality by earnings' coverage, asset coverage, bond equity test and dealer sponsorship.

   Buying and selling bonds: giving the order; price and accrued interest; selling at specified price or market; bond terminology; the income tax position of the bond owner in relation to buying, selling, receiving interest and to making a capital gain.

   Underwriting bonds: study of the industry and the company; comparison of statements for a number of years; determination of the best type of security; the prospectus.

6. Interpretation of business statements: a review of the balance sheet and the profit and loss statement; asset values; working capital; working capital ratio; bank loans and their repayment; inventories versus sales; accounts receivable versus sales; capital structure; earnings on invested capital; net book value per $1,000 bond; net book value per preferred share; net book value per common share; book value versus market value; times bond interest earned; times preferred dividend earned; average earning power; the trend of earnings; stability of earnings; price earnings ratio; yield per share.

   Source and application of funds: the source and application of funds statement; analysis of use made of retained earnings.

7. Company annual reports: a study and comparison of at least three reports of Canadian companies; evaluation of the effectiveness of presenting the information completely and in a method intelligible to the layman; requirements of the law concerning minimum disclosure.

8. Preferred shares: preferred as to dividends; preferred as to capital; cumulative and non-cumulative; participating and non-participating; convertible; callable and non-callable; sinking funds; voting and non-voting; legal rights of owner in case of the liquidation of the company.

9. Common stock: advantages and disadvantages of shareholding; rights of shareholders; kinds of stock - par value and no par value; right to elect directors; proxies; limited liability; annual meeting; special meeting; dividends - declaration, extra dividends; dividend policy; why some companies pay a greater proportion of earnings as dividends; stock dividends; stock splits.

10. Price of shares: law of supply and demand; yield; estimated future earnings; cyclical nature of industry; quality of management; financial condition of company; capitalization of company; book value of common shares; outlook for the industry; general business conditions; fashion in stocks; effect of world conditions; hedge against inflation; stability of earnings.

11. Buying and selling stocks: guiding rules for investors; taxation position of stockholders; features of a share certificate; street certificate; Class A and Class B shares; rights; calculating values of rights; what to do with rights; trading rights; warrants; when-issued transactions; underwriting of new issues; units; function of the broker; board lots; broken lots, commission rules; transfer tax; quoted prices; bid and ask; confirming order; signing certificate or giving power of attorney; long and short position; unlisted securities; arbitrage; buying on margin; selling short.

    Terms such as: averaging down; blue chips; book stock; bull and bear; cats and dogs; stop loss order; watered stock.

12. Investment portfolio: investor's circumstances - dependants, age, size of estate and effect of succession duties, financial resources, income characteristics and temperament.

Investment objectives: security of principal; income; capital growth; marketability.

Diversification: to reduce risk; for investment convenience; balanced portfolio; maintaining balance as economic conditions change; typical portfolios for investors in different age groups; effect of taxation on portfolio.

Mutual funds and investment clubs - how they operate.

Speculation: need for risk capital in developing a young country; speculating on tips; manipulation of the market; supervision and regulation of stock exchanges.

Sources of information: review of the publications which give information about various kinds of investments.

BUSINESS LAW
Grade 12

Aims:

1. To give the pupil a practical knowledge of his rights and obligations in order that he may avoid legal entanglements.

2. To develop the power of the pupil to reason and to express his opinions concisely and logically.

3. To show the pupil how laws govern the conduct of business.

Presentation of Material

The course of study has been divided into two parts. It is intended that Part A be used where the subject is offered for two periods a week for the whole year or on a semestered basis of four or five periods a week for half a year. In most cases, it is preferable to teach the subject on a semestered basis. Parts A and B will be used when the subject is offered for four or five periods a week for the whole year.

In the study of Law, principles should first be developed inductively by a study of simple cases and examples. These principles should then be applied in the solution of additional cases. Students should be given ample opportunity to discuss the case thoroughly before a decision is reached.

Part A

1. Introduction: purpose of the course; source of our law - common and statute; classes of law; administration of law - courts and their jurisdiction; procedure in civil and criminal cases; safeguards for the individual.

2. Torts: nature; common examples; motor vehicle law; remedies for torts.

3. Contracts: defined and illustrated; classes; essentials of legal contracts - valid offer and acceptance; consideration; competency of minors, insane persons and intoxicated persons, Indians, and others; consent - mistake, misrepresentation, fraud, duress, undue influence; legality; form and content of written memorandum; Statute of Frauds.

4. Contracts (continued): termination of contracts - performance, agreement, impossibility, operation of law, breach; assignment of contracts; Statute of Limitations.

5. Negotiable instruments: kinds; cheques - issue, negotiation, endorsements, endorser's liability, certification, stopping payment, presentation for payment, default - notice of dishonour or protest, immediate and remote parties, holder in due course, forgery; promissory notes - issue, negotiation, endorsements, payment, default, kinds of notes - joint, instalment, lien, patent right; drafts - issue, acceptance, payment, default.

6. Principal and agent: nature of relationship and present-day importance; how relationship is created - express appointment, implied authority, ratification, necessity; infant as principal or agent; relationship of principal and agent; obligation of principal to third parties; liability of agent to third parties; termination of agency; kinds of agents; agent's signature.

7. Employer and employee: definition of employee; how relationship is created; liability of employer for injuries suffered by employee - common law and Workmen's Compensation Act; liability of employer to third parties for negligence of employee; termination of relationship - with notice and without notice; legislation affecting rights and obligations of employer and employee.

Part B

1. Bailments: nature of bailments, distinguish from a sale; gratuitous bailments - goods loaned without charge, storage and care of goods as an accommodation; mutual benefit bailments - renting personal property, hiring labour on personal property, storing goods, hiring use of another's goods or securities for a loan, hiring a carrier - private or common - to transport goods, responsibility of hotels and inns for personal property.

2. Sale of goods: classes of sale; absolute sales - rules of delivery, acceptance and payment, transfer of ownership; Sale of Goods Act - ascertained or unascertained goods, conditions and warranties; rights and remedies of the unpaid seller; conditional sales - nature, conditional sale contract, Conditional Sales Act with reference to form and content of contract, buyer's right to redeem, buyer's liability for deficiency on resale, registration and information to third parties; bulk sale - Bulk Sales Act; bills of sale and chattel mortgages - definitions, Bills of Sale and Chattel Mortgages Act with reference to form, registration, remedies on default.

3. Renting, buying or building a home: renting real estate - kinds of leases, terms and conditions, decoration and repair, fixtures, termination of lease, renewals, overholding, eviction, repossession by landlord; buying real estate - general procedure, offer to purchase, searching the title, registration, ownership of real property, difference between joint tenants and tenants in common, water rights, fixtures, easements; real estate mortgages - terms, registration, discharge, remedies on default, prepayment, sale of mortgaged property, assignment, second mortgages; purchase of real property under an agreement of sale; building a home - acquiring the land, the building contract, liens.

4. Law of partnership and limited companies: general partnerships - creating a partnership, the partnership agreement, registration, liabilities of a general partner, dissolution; limited partnerships - nature and liability of a limited partner; limited companies - nature, legislation governing companies, classes, incorporation procedure, duties and liabilities of directors and shareholders, classes of shares, dividends, dissolution - voluntarily or through bankruptcy; special classes of companies - co-operatives, credit unions.

   Items in this section that also appear in the Bookkeeping course should be correlated with the same work in that course.

5. Insurance: legislation governing insurance companies; the insurance contract; fire insurance, life insurance, automobile insurance, other classes of insurance.

6. Patents, trade-marks, copyrights: patents - obtaining, infringement, foreign; trade-marks - defined, registration, infringement, other unfair practices, foreign; copyrights - acquiring, infringement, remedies, foreign.

7. Transferring property by will and inheritance: requisites of a valid will; execution; changing or revoking a will; the executor and his duties; intestacy.

8. Canadian citizenship: natural-born Canadians; citizenship by naturalization; foreign-born children; citizenship of women; loss of Canadian citizenship, revocation of citizenship.

DATA PROCESSING COURSES
Grade 12

The introduction of data processing equipment and instruction in the secondary school is a very recent development and is, as yet, confined to large schools in heavily populated areas.

No two installations are alike, and there has been no attempt to standardize the courses of study. Those developed to date have been experimental in nature and, it is expected, they will continue to be so.

There are several stages or levels of study. It is the purpose of this outline to indicate these stages and the topics which may reasonably be included in each.

I. Key-Punching

This is a skill operation, and the course provides students with basic training in key punch operations so that they can punch cards, remake damaged cards, make programme cards, change ribbons, etc. The objective of the course may be for acquaintanceship or for vocational skill development; this will depend upon the objectives of the pupils concerned.

A basic prerequisite is a typing speed of 35 words per minute net. While the acquaintance course takes from five to eight hours, the junior operator's course normally requires from twenty-four to twenty-eight hours to develop a speed of 8000-9000 key strokes per hour (net) with an error factor of less than 1% numeric operations.

In schools using I.B.M. equipment, the following teaching aids will be found helpful:

1. I.B.M. key-punch instruction tapes
2. Keyboard exercises of card-punching machines (Form 225-6777-0)
3. Invoicing and payroll (Form 225-6786-0).

II. Basic Machines Operations

It may be found desirable to set up a fictitious company so that the students may become familiar with installation routines, standards, and volume card handling.

During the operational part of the course, the students are taught the organization of the fictitious company; the company codes, the correct procedure for pulling cards from the tub file, card handling, the operation of the machines using pre-wired panels to prepare listings, invoices, statements, and the various company reports; card storage, machine care, how to clear out card jams, how to make minor machine adjustments and repairs.

Topics:

1. Introduction to the principles of unit record punched card accounting.
2. I.B.M. card: characteristics.
3. Printing card punch (026): features; program control unit and program card preparation; programmed control subjects; error correction; verifying procedures (056).
4. Card handling: jogging; fanning; sorting.
5. Sorter (82 type): operating features; sorting; checking; stacking; clearing.
6. I.B.M. reproducing punches (513 and 514 type): introduction; operating features; machine functions.
7. I.B.M. accounting machines (402 and 403 type): introduction; operating features; machine functions.

III. Functional Wiring Principles

The principles of functional wiring are taught during the theory lessons. The students are then responsible for wiring their own panels and for running off the company reports using their own panels.

Topics:

1. Card reading by machines: brushes; contact roll; timing; path of card.
2. Control panels: purpose and make-up.
3. Printing: typebars; control panel wiring.
4. Punching: component parts; methods; 514 type reproducing panel.
5. Comparing: verification (manual and machine); 514 type comparing with reproducing; 77 type comparing and sequence checking; 402-403 type comparing; control panel wiring.
6. Column splits: "X" punch; needs; control panel wiring.
7. Selection: 514 type selectors; 402 pilot selectors; 402 co-selectors.

IV. Accounting Machine Programming

At the senior level, the theory should be correlated with bookkeeping theory. Practice should be given in the flow-charting of bookkeeping cycles and in the preparation of bookkeeping reports using the equipment.

Topics:

1. Introduction: basic I.B.M. accounting principles; features of machines; procedure flow charts.
2. 402 card reading.
3. 402 detail printing: numeric; alphabetic; zero.

4. Addition: counter principles.
5. Subtraction.
6. Program control: meaning; the comparing unit; program start; total program; numerical and alphabetic programming.
7. Group printing: use; method of wiring.
8. X - Selection: purpose; method of wiring.
9. Digit selection.
10. Selective printing: definition; applications; method of wiring.
11. Offset total printing: definition; method of wiring.
12. Hammerlock control: hammerlock hubs; column split units; methods of wiring for hammerlock control (a) "X" control, (b) digit control, (c) comparing exit (d) total program.
13. Set-up change: uses; wiring to change from detail to group printing.
14. Total transfer, net balance: total print from same typebars; method of accumulating intermediate, major and final totals by adding lower-order totals; transfer and S.P.X. control plus and minus; applications and wiring for these.
15. Group indication: first card; methods of wiring (a) selector, (b) hammerlock (c) counter; applications.
16. Crossfooting, net balance: non-print; card count, three-field crossfooting; applications.
17. Field selection: zone suppress; numerical field selection; alphabetic field selection; alphabetic and numerical field and preparation of the procedure flow chart.
18. Class selection: numerical class selection; alphabetic class selection; wiring application including the student preparation of the planning chart.
19. Space control: detail printed items; total spacing; total program couple; first card spacing; expanding program exits.
20. Multiple "X" selection: definition and use; wiring application and preparation of the planning chart.
21. Machine stop: wiring with applications.
22. Recognizing negative balances: wiring with applications.
23. Split column control: wiring with applications.
24. Tape controlled carriage - introduction: flexibility of form design; skipping and variable line spacing; overflow skipping; page totals; predetermined total line; single sheet forms.

V. Procedure Development

Procedure development, form and card design should be correlated with Bookkeeping and taught at the end of the Grade 12 course.

1. Introduction - three basic steps in procedures:

   (a) recording of data to machine processible document
   (b) arranging data into reporting sequence
   (c) preparation of reports

2. Preparation of reporting requirements (i.e. output of system):

   (a) define type of reports required and function of report
   (b) areas of reporting - accounting, statistical, operating, control
   (c) develop format of reports - standards, factors influencing design, steps in design, case studies

3. Development of card design (i.e. input to system):

   (a) types of cards
   (b) coding requirements and design of coding structure
   (c) design of card format

4. Procedure development - use of flow charts:

   (a) standard flow chart and block diagramming symbols
   (b) use of charting templates
   (c) flow chart preparation
   (d) case studies

VI. Computers

1. Introduction to stored programming concepts (relate to wired program).
2. Binary number theory.
3. Storage media:

   (a) punched card
   (b) magnetic tape
   (c) disk storage
   (d) paper tape
   (e) core storage
   (f) drum storage

4. System components:

   (a) input
   (b) processing
   (c) output

MATHEMATICS OF INVESTMENT
Grade 13

1. Series: arithmetic and geometric series; the infinite geometric series; the sum of the squares of the natural numbers; related series.

2. Logarithms: review of index laws for positive integral indices; definition and use of powers with fractional, zero and negative indices; definition of logarithm to the base 10; use of tables for finding the number having a given logarithm; use of logarithms for calculating

products, quotients, powers and roots; problems with computations in which the use of logarithms is advantageous.

3. Interest: compound interest equation, present value and true discount; nominal and effective rates of interest; construction of interest tables.

4. Annuities: definition; kinds of annuities; development of formulas for amount and present value of an ordinary annuity, an annuity due and a deferred annuity; algebraic relation of the formulas used in the annuity tables; annuities at effective rates.

5. Payment of debts: sinking fund method; periodic sinking fund charge and the total periodic charge for interest and sinking fund, use of schedule, amortization method, principal and interest in equal periodic instalments, use of schedule; application to retirement of serial bonds of definite denomination.

6. Depreciation: straight line method; constant percentage of diminishing book value method; sinking fund method; annuity method; capitalized cost applied to perpetuities with payment at intervals of more than one year; equivalent costs of assets of different estimated useful lives.

7. Bond valuation: kinds of bonds; bond rate and yield rate; factors affecting yield rate; use of yield rate to determine purchase price of straight term bonds by (a) separate valuation of principal and interest, (b) excess or deficit of income; amortization of premium and accumulation of discount; schedules and book values; bonds purchased between dividend dates; use of Makeham's formula; use of bond tables to determine price and yield rate; serial and annuity bonds.

8. Stocks: comparison of bonds and stocks; purchase and sale of shares; stock market reports; brokerage, brokerage accounts; transfer taxes; dividends and yield rates.

9. Variation: definition of direct, inverse and joint variation; treatment limited to the fundamental theorems and exercises thereon; graphical representation of variation.

10. Functions: examples of functions defined by expressions, by statements, by graphs, by tables of values; formal definition of function; linear functions; graphs of linear functions; determination of a linear function from two known values.

11. Permutations and Combinations: fundamental theorem, number of permutations of (a) "n" different things taken "r" at a time, (b) "n" different things taken "r" at a time if each may be repeated any number of times, (c) "n" things taken all at a time if some are alike; number of combinations of "n" different things taken "r" at a time.

12. Binomial theorem: proof for positive integral index; expansion of binomials; approximations with special application to the function $(1 + i)^n$.

13. Life insurance: definition of probability; application to mortality table; expectation of life; life annuities; table of commutation functions; life insurance - whole life, limited payment life, term, endowment; determination of net single premium, net annual premium; natural premium and reserve; gross premium; protection and investment features of insurance.

Recommended Texts

Keast: Canadian Business Arithmetic, Part II - Sir Isaac Pitman & Sons
Tate: Mathematical Theory of Interest - Sir Isaac Pitman & Sons.

FOUR-YEAR GENERAL BUSINESS COURSE
Stenographic

The Four-year General Business Course has been offered for many years. It is basically a course for girls of good average or above average ability who intend to enter office occupations upon graduation. It provides greater diversification in commercial education than do the five-year courses.

The graduates are highly regarded by their employers, who feel that the course prepares them well for starting positions in their offices. Consequently the programme remains much the same as before; the modifications are minor ones, as indicated below:

(a) The course in Business Mathematics is enriched by the introduction and integration of Elementary Algebra.

(b) Science is obligatory in Grade 9.

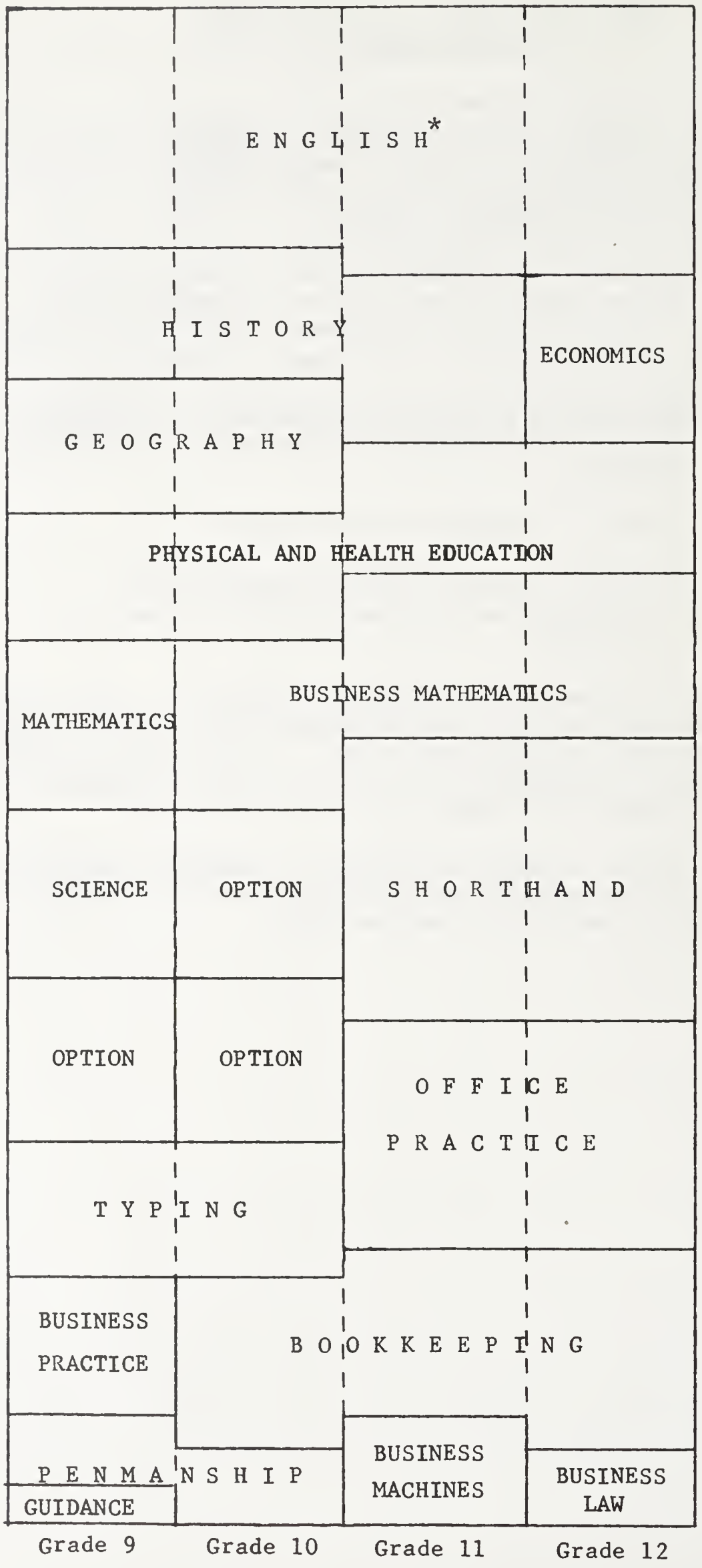
(c) Any other senior business option may be substituted for the Bookkeeping of Grade 12, if desired.

Since the commercial subjects in Grade 9 are the same as in the five-year courses, a superior student can transfer to Grade 10 of a five-year course without difficulty. In such cases it would be possible to elect a language such as Latin, German, Spanish or Italian, which starts in Grade 10 or Grade 11.

Conversely, a pupil who wishes to transfer from any of the five-year courses can enter Grade 10 of the Four-year General Business Course if she has passed Grade 9 successfully.

FOUR-YEAR GENERAL BUSINESS COURSE

Stenographic



*English includes Business Correspondence in Grades 11 and 12

FOUR-YEAR GENERAL BUSINESS COURSE
Bookkeeping

This course, designed primarily for boys of good average or above average ability, is non-stenographic in nature and it permits a much wider range of options than in the past.

Some of its features are listed below:

1. The course in Business Mathematics is enriched by the integration of Elementary Algebra.

2. Science is obligatory in Grade 9; it may be continued as an option in all grades. Another option, however, may be substituted in Grades 10 to 12, e.g., Drafting, Art, Music, another language, Distributive Education, etc.

3. Typewriting is obligatory in Grades 9 and 10 only; the senior work in Office Practice may be elected, but is not compulsory.

4. Depending upon the abilities of the students, the Bookkeeping and Accountancy courses of either the Four-year or the Five-year Programme may be offered. In some cases teachers may decide to offer courses which include part, but not all, of the accounting of the Five-year Programme.

5. In Grades 11 and 12 students have the opportunity to elect senior business courses from the following:

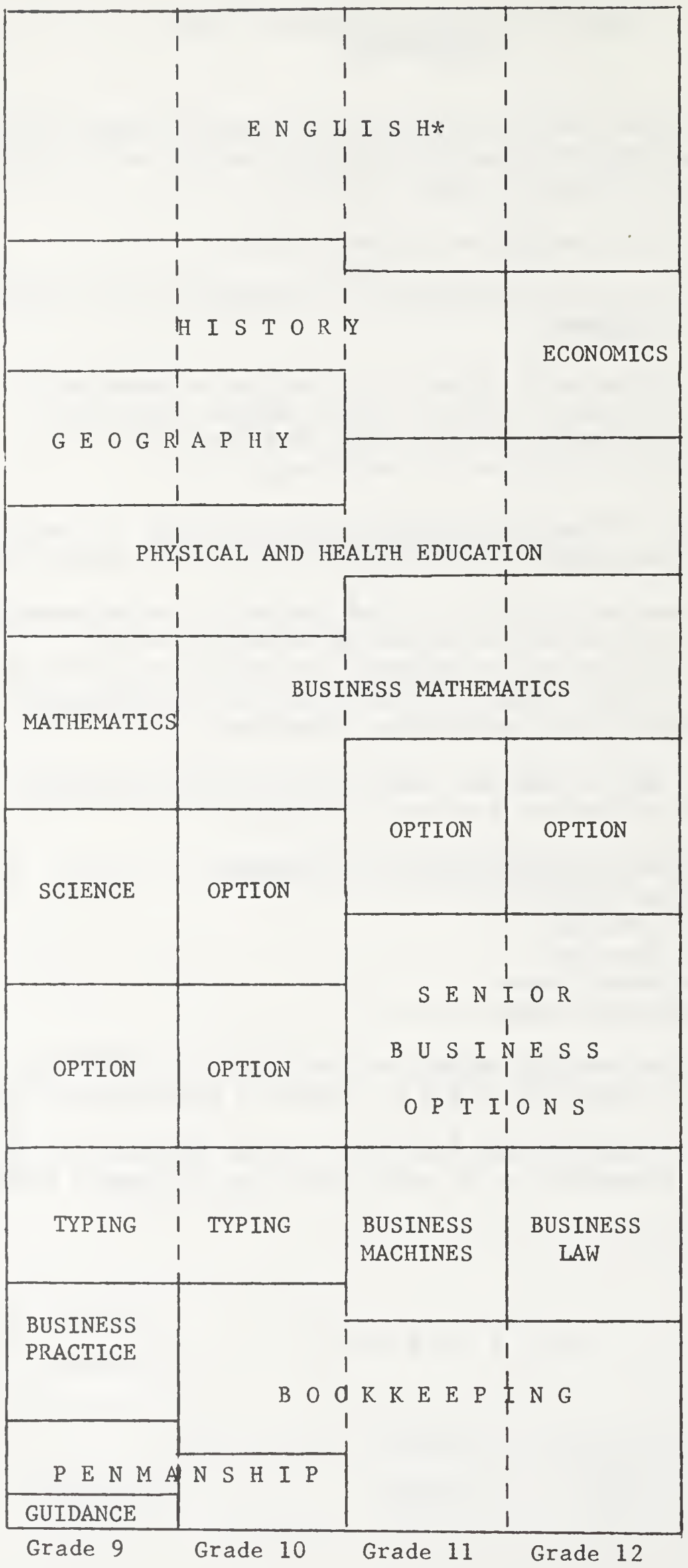
   Business Organization and Management
   Business Machines
   Salesmanship
   Business Law
   Business Finance
   Data Processing

6. If double time can be provided for Accountancy in Grade 12, students may attempt the Grade 13 course in Accountancy Practice.

As in the case of the Four-year General Business Course (Stenographic), transfers can be made at the end of Grade 9 without difficulty.

FOUR-YEAR GENERAL BUSINESS COURSE

Bookkeeping



*English includes Business Correspondence in Grades 11 and 12.

FOUR-YEAR CLERICAL COURSE

In the immediate post-war years there was a heavy demand for clerical workers. Many schools developed two-year terminal courses for students whose abilities and skills suited them for such a course.

Since then conditions have changed radically. In many large concerns data processing installations have eliminated many clerical tasks. The business executive, with larger labour forces available, is becoming more discriminating, and is demanding commercial graduates for his office positions.

The task of the school now appears to be one of interesting such students in a four-year programme, and concentrating very heavily on the skill subjects. The academic subjects must be modified sufficiently to give the students the opportunity to reach their optimum level of achievement.

The following points are worthy of note:

1. The course in Business Mathematics should stress basic computing skills; Algebra should not be attempted.

2. The courses in Typewriting and Office Practice should be intensive, with more than ordinary amounts of time allotted. The students should attain high levels of skill. If desirable, double amounts of time can be provided in Grades 9 and 10 in place of an additional option.

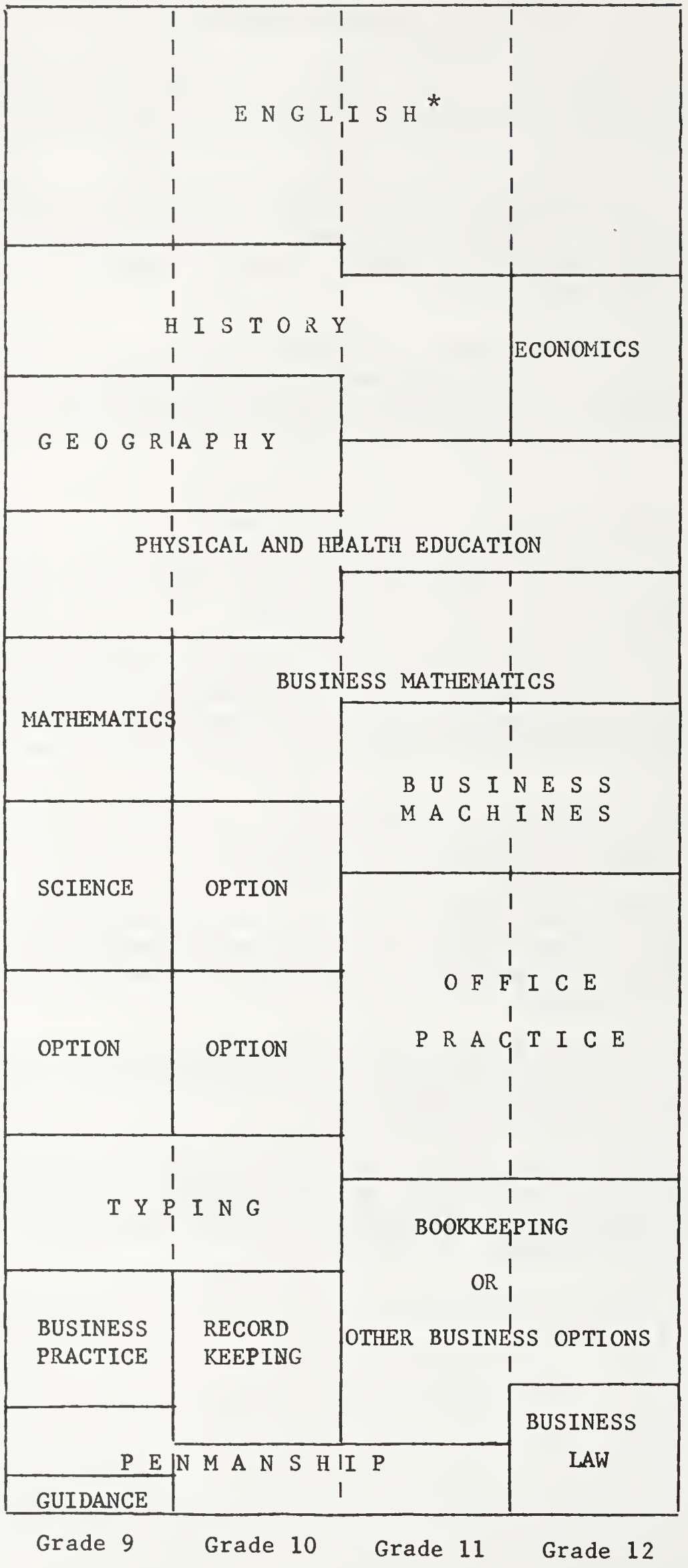
3. A considerably increased amount of time is provided for the courses in Business Machines in Grades 11 and 12.

4. Record Keeping is advocated in Grade 10 instead of double-entry Bookkeeping. Students may elect double-entry Bookkeeping in Grades 11 and 12, or may choose some other course, such as Distributive Education.

If the students are selected carefully in Grade 9, there is only a remote possibility of an individual having the capacity to transfer to another course in Grade 10.

SINCE BOYS OF LOW ABILITY HAVE LITTLE CHANCE OF PROMOTION IN OFFICE OCCUPATIONS, THERE SEEMS TO BE NO PURPOSE IN ENROLLING THEM IN A CLERICAL COURSE. Other occupational fields should prove to be much more attractive to them.

FOUR-YEAR CLERICAL COURSE



*English includes Business Correspondence in Grades 11 and 12.

Four-year Clerical Course
RECORD KEEPING
Grade 10

The course is designed to provide a knowledge of many of the basic routines of an office and to give a great deal of practice in the preparation and handling of business documents.

The first banking topic is of a review nature. If students have not taken Business Practice in Grade 9, the teacher may need to give greater emphasis to the topic, using the outline in the Business Practice course.

1. Banking: types of accounts, with emphasis on the current account; deposit slips; cheques; withdrawal receipts; savings pass book; bank statement and bank reconciliation, using the actual business papers.

2. Banking services: money orders; bank drafts; travellers' cheques; promissory notes and demand notes; collateral; commercial drafts; service payment; safety deposit boxes.

3. Cash procedure: operating a cash register; petty cash fund, use of vouchers; petty cash book; cash register reports; balancing register with tapes; cash short and over; provincial sales tax; bank deposits; cheque books; debit and credit slips; simple cash book; bank reconciliation statement both with and without business papers; suitable exercises on the above.

4. Retail procedure: types of retail establishments; services offered to customers; pricing; ticket-marking code; mark-up and mark-down; margin; orders - counter, mail, telephone; sales slips, invoices and delivery receipts; provincial sales tax; various simple methods of handling credit accounts; credit information and ratings; suitable exercises on preparing and recording of these business forms.

5. Wholesale procedure: types of wholesale establishments; incoming orders; route of incoming orders; credit department; billing department - invoices, credit invoices, federal sales tax; terms; shipping methods and business forms; customers' accounts; monthly statements; suitable exercises on preparing and recording of these business forms; correlation with Typewriting.

6. Inventory control: importance of inventory control; operation of a stock room; inventories - physical and perpetual; requisitions - in and out; purchase orders; sales orders; receiving and checking shipments; suitable exercises.

7. Payroll: time cards; calculation of pay-hourly rates; piece work; deductions - income tax, unemployment insurance, pension, hospitalization, union dues, savings bonds; payroll register; employees' earnings record; pay cheque with voucher; currency memorandum and requisition; unemployment insurance stamp summary; suitable exercises.

8. Recording for clubs: signing authority; minutes of meeting; membership dues record; two-column cash record; cash record with expense distribution columns; treasurer's report; financial statements - comparison with previous year; suitable exercises.

9. Recording for a professional man: appointment records; case history records; receipts for income tax; account cards and billing; petty cash; suitable exercises.

10. Depending upon the local situation, at least two of the following should be studied:

    (a) farm records
    (b) service station records
    (c) laundry and dry cleaning records
    (d) corner store records
    (e) restaurant records
    (f) route salesman records.

Four-year Clerical Course
BOOKKEEPING
Grade 11

Note: This outline is the same as that used in Grade 10 of the General Business courses of the Four-year Programme but more time should be spent on the preparation of business papers and the entries in the journals from the business papers.

1. Introduction: reasons for keeping records; use of business documents; nature of records; necessity for accurate records; importance of bookkeeping knowledge in other occupations.

2. Balance sheet: personal balance sheet; balance sheet of a business; the fundamental equation; common assets and liabilities; effect of simple business transactions on assets, liabilities and capital; rules of debit and credit.

3. Profit and loss statement: simple profit and loss statement with three sections; expansion of each section with the addition of inventories, then returns and freight-in; methods of determining merchandise inventory; effect of simple transactions on profit and loss accounts; rules of debit and credit expanded.

4. Ledger: purpose of accounts; form of accounts; use of accounts to record increases and decreases in assets, liabilities and capital or ownership; equality of debits and credits; purpose and form of a trial balance.

5. General journal: purpose and form of the two-column general journal; recording transactions; posting entries; trial balance.

6. Work sheet: purpose and use of six-column work sheet; recording of new inventory; financial statements including statement of proprietorship.

7. Closing the books: profit and loss summary account; closing and reopening the merchandise inventory account; closing the trading and expense accounts; closing the profit and loss to drawing or to capital; drawing to capital; post-closing trial balance.

8. Simple adjusting entries: adjustments required to record prepaid expenses and depreciation of one or two fixed assets; eight-column work sheets; adjusting and closing entries.

9. Elementary special journals: cash receipts journal; cash payments journal; purchases journal; sales journal; posting of these journals to the accounts in the general ledger; cash short and over.

10. General: emphasis on neatness and accuracy; emphasis on form, headings, date and ruling; writing numbers; locating errors; correcting errors; numerous short and continuous exercises (short sets) including simple financial statements on each section.

11. Practice set with business papers; business papers should be introduced, wherever possible, under each individual topic, such as using sales invoices on exercises with the sales journals.

Four-year Clerical Course
BOOKKEEPING
Grade 12

1. Accounts receivable ledger and its control account: purpose of control accounts - division of labour; sales slips and invoices; credit invoices; terms of sale; modern credit plans - cycle billing, deposit account, limited charge, revolving credit, conditional sales, budget plan; monthly statement of account; sales journal; sales returns and allowances journal; accounts receivable summary; various methods of recording sales; use of bookkeeping machines in accounts receivable problems.

2. Accounts payable ledger and its control account: purpose of control account; stock records; requisitions; purchases journal; purchases returns and allowances journal; accounts payable summary; use of bookkeeping machines in accounts payable problems.

3. Cash journals and cash discounts: changes in journals resulting from division of accounts into three ledger system; cash discounts; columnar cash journals with discounts; purpose of special columns; financial income and expense illustrated on profit and loss statement.

4. General journal with entries for accounts receivable and accounts payable.

5. Payroll: methods of paying employees; time cards; payroll summary; payroll account; payroll deductions - income tax, hospitalization, unemployment insurance, group insurance, pension and union dues; cash payments

journal entries; employee's earnings record; pay cheque and statement; currency memorandum and requisition.

6. Synoptic or combination journal: use of a combination journal in small organizations having one bookkeeper; variations of the combination journal to suit particular business; posting from the combination journal.

7. Non-trading organizations: definition of a non-trading organization; record books; difference between receipts and income and between payments and expenditure; statements of receipts and payments; income and expenditure and a balance sheet.

8. Practice sets with business papers.

FOUR-YEAR BILINGUAL COURSE

Bilingual business courses may be offered in schools where there are a number of French-speaking students.

Special French and English are obligatory; Business Correspondence is required in both languages; Shorthand is taught, first in English and then in French.

These requirements in two languages make heavy inroads on teaching time. Consequently, other courses such as Bookkeeping and Business Mathematics must be reduced in content.

Since employment opportunites for bilingual secretaries and office workers may differ from one locale to another, principals may plan bilingual courses to meet local needs. There should not be an attempt to achieve complete uniformity.

SUBJECTS OF THE FOUR-YEAR PROGRAMME

Courses of Study

Some of the four-year courses of study are the same as those outlined for the Five-year Programme and are not listed separately in the following pages.

For information about these courses refer to the pages indicated below.

	Page No.
Business Practice	6
Business Law	36
Business Finance	33
Business Organization and Management	29
Data Processing	39

Salesmanship and Merchandising courses are to be found in the publication on Distributive Education (RP-32). Until such time as this is published, teachers are advised to refer to I. and S.8, COURSES OF STUDY, GRADES 9, 10, 11 and 12, COMMERCIAL COURSES.

Teachers of Diversified Occupations classes will find a short basic course in Retailing in RP-35.

BOOKKEEPING

Aims

1. To develop logically and gradually the basic bookkeeping principles.

2. To apply these principles in practical exercises so that the student may obtain a sound basis for a vocation in the field of bookkeeping.

3. To inculcate in the student good habits of neatness and accuracy so that he may produce work of good business standards.

Presentation of Material

Throughout the course there should be emphasis on neatness, accuracy, and good form. Attention should be paid to headings, proper and complete dates, correct ruling and the clear writing of numbers. Method of locating and correcting errors should be emphasized.

After teaching each section the teacher should assign short sets in which, frequently, actual business papers are used in lieu of text-book narratives.

In the senior years office visits may be arranged to acquaint pupils with the accounting procedures in local firms. Observations of methods of inventory control, handling of accounts receivable, including the collection of accounts, payroll procedures and data processing installations, are of particular interest.

BOOKKEEPING
Grade 10

The order of presentation of topics may be changed at the discretion of the teacher. The number of problems and the time taken in each topic will depend upon the ability of the students.

1. Introduction: reasons for keeping records; use of business documents; nature of records; necessity for accurate records; importance of bookkeeping knowledge in other occupations.

2. Balance sheet: personal balance sheet; balance sheet of a business; the fundamental equation; common assets and liabilities; effect of simple business transactions on assets, liabilities and capital; rules of debit and credit.

3. Profit and loss statements: simple profit and loss statement with three sections; expansion of each section with the addition of inventories, then returns and freight-in; methods of determining merchandise inventory; effect of simple transactions on profit and loss account; rules of debit and credit expanded.

4. Ledger: purpose of accounts; form of accounts: use of accounts to record increases and decreases in assets, liabilities and capital or ownership; equality of debits and credits; purpose and form of a trial balance.

5. General journal: purpose and form of the two-column general journal; recording transactions; posting entries; trial balance.

6. Work sheet: purpose and use of six-column work sheet; recording of new inventory; financial statements including statement of proprietorship.

7. Closing the books: profit and loss summary account; closing and reopening the merchandise inventory account; closing the trading and expense accounts; closing the profit and loss to drawing or to capital, drawing to capital; post closing trial balance.

8. Simple adjusting entries: adjustments required to record prepaid expenses and depreciation of one or two fixed assets; eight-column work sheet; adjusting and closing entries.

9. Elementary special journals: cash receipts journal; cash payments journal; purchases journal; sales journal; posting of these journals to the accounts in the general ledger; cash over and short; use of actual business papers in lieu of the text-book narrative.

10. Practice set with business papers.

BOOKKEEPING
Grade 11

1. Accounts receivable ledger and its control account: purpose of control accounts - division of labour; sales slips and invoices; federal and provincial sales taxes; credit invoices; terms of sale; modern credit plans - cycle billing, deposit account, limited charge, revolving credit, conditional sales, budget plan; monthly statement of account; sales journal; sales returns and allowances journal; accounts receivable summary; various methods of recording sales; use of bookkeeping machines in accounts receivable problems.

2. Accounts payable ledger and its control account: purpose of control account; stock records; requisitions; purchases journal; purchases returns and allowances journal; accounts payable summary; use of bookkeeping machines in accounts payable problems.

3. Cash journals and cash discounts: changes in journals resulting from division of accounts into three-ledger system; cash discounts; columnar cash journals with discounts; purpose of special columns; financial income and expense illustrated on profit and loss statement.

4. General journal with entries for accounts receivable and accounts payable.

5. Drafts and promissory notes: definition and form of a commercial draft; kinds of drafts; parties to a draft; course of a draft; bank charges for collecting drafts; discounting drafts; the practical use of commercial drafts in business; form of promissory note; interest on notes; bookkeeping entries for recording drafts and notes in two-column general journal and cash journal.

6. Imprest system of petty cash and multi-column cash journal: principles of cash control; petty cash fund; use of vouchers; petty cash book; bank account in ledger and bank column in cash journals; daily deposits; exchange on cheques; bank charges; borrowing from a bank; credit memorandam; debit memorandum; dishonoured drafts; bank statement; bank reconciliation, both with and without business papers.

7. Payroll: methods of paying employees; time cards; payroll summary; payroll account; payroll deductions - unemployment insurance, group insurance, union dues, pension, income tax and hospitalization; cash payments journal entries; employees earnings record; pay cheque and statement; currency memorandum and requisition; where equipment is available, machine recording correlated with the above.

8. Practice sets with business papers; business papers should be introduced under each topic if possible.

BOOKKEEPING
Grade 12

1. Special adjustments: bad debts, aging accounts receivable; allowance for bad debts; writing off uncollectible accounts; adjusting the allowance; recovery of bad debt; depreciation of fixed assets; accumulated depreciation; straight line and diminishing value methods of estimating depreciation; prepaid expenses; deferred expenses; accrued expenses and income; adjusting closing and reversing entries; ten-column work sheet.

2. Classified financial statements: reasons for classification of balance sheet; classification of expenses on profit and loss statement; percentages; simple ratios; analysis of company statements.

3. Partnerships: advantages and disadvantages of partnership as a form of business organization; partnership agreement; forming a partnership; goodwill; partnership balance sheet and profit and loss statements; distribution of profits and statement of partners' capital.

4. Synoptic or combination journal: use of a combination journal in small organizations having one bookkeeper; variations of the combination journal to suit particular business; posting from the combination journal.

5. Non-trading organizations: definition; record books; difference between receipts and income and between payments and expenditure; statements of receipts and payments, income and expenditure and a balance sheet.

6. Columnar journal: departmental merchandise accounts; special columnar purchases, sales and cash journals.

7. Voucher system: advantages and disadvantages of voucher system; method of checking invoices; preparation of voucher; voucher register; filing unpaid vouchers; record of payment in cheque register and voucher register; filing of paid vouchers; posting from both books; proving vouchers payable; bank reconciliation.

8. Practice sets.

PENMANSHIP

The objective of this course is the development of a good business style of writing, both fluent and legible.

The course involves a careful study of good writing - legibility attained by proper formation of letters, uniformity of slant, spacing and size. It should enable the student to analyse his own writing to understand his difficulties and to work toward improvement.

The teachers of all subjects should insist upon legible handwriting. The introduction of the formal teaching of the subject should not lessen this general responsibility; this should be impressed on the staff by the principal.

Technique

For students who have the aptitude to learn arm movement and the time to practise sufficiently, this is the preferred type of handwriting. For some students, however, a writing movement in which the small letters are made with the fingers and the connecting strokes between the letters are made with a lateral arm movement (not wrist or finger movement) may be preferred.

Procedure

Good writing is largely a matter of writing carefully and knowing the correct letter forms. The student should memorize the profile and details of the letter from the blackboard and concentrate when he

tries to reproduce it on his paper. Observation of the following points will assist in obtaining the best results:

1. Proper posture at the desk is essential. The student should sit erect with both feet flat on the floor. Shoulders may lean slightly forward so that both forearms rest on the desk. The paper should be turned so that it is in line with the forearm of the writer.

2. The writer must have a good pen with a fine point.

3. When the student is retracing a letter for practice, it should be stressed that he is to try to improve the form of the letter each time he goes over it and not go over the same incorrect form he may have first produced.

4. When joining letters or writing words a slowing down at the bottom or end of each letter, before going on to the next letter, will materially assist the student in gaining control. At this stage the teacher should insist on a lateral arm movement for the connecting strokes.

5. The pen should be held about an inch above the point. It should be held lightly, not pressed on the paper.

6. The teacher should demonstrate at the board and may send students to the board for practice.

7. The use of a heavily ruled slant sheet (about 60) under the student's penmanship paper will assist greatly in checking correct slant.

8. Though each exercise should be introduced by movement exercises, too much time should not be devoted to this; the actual letters written properly are themselves suitable for exercise work. It is suggested that in all exercises the use of the letter which is being studied be practised in simple words and that the writing of sentences and short paragraphs be undertaken early in the work.

Characteristics of Good Handwriting

1. Slant should be regular; a slant guide should be placed under the writing paper.

2. Spacing should be even; a space equal to the width of a small letter should be allowed between words.

3. Size; letters should be regular in size and in height. Capitals and loop letters should be at least twice as high as the others and should also be even in size.

4. Loops; loops on the letters l, f, h, k, b, g, y, j, should be open but neither too fat nor too thin. Keep the down stroke straight or only slightly curved. Do not bring loops on the g, f, y, j, so far below the line that they interfere with the words on the line below.

5. Stems should be straight; stems are the backbones or straight down-strokes which are part of most letters; these should be written as slanted parallel lines.

6. Closings; the letters o, d, a, etc. should be closed carefully.

7. Roundness; letters like m, n, v, u, h, y, have rounded tops or bottoms; they should not come to a point, slow up a little when writing such letters.

8. Endings; making fancy endings does not improve writing and may affect its legibility.

9. Capitals; one style of capital should be selected, preferably plain, and it should be practised until written well. Capitals should be kept tall enough so that they will not be mistaken for small letters.

10. Writing of clear figures is very important in business. Figures should be as plain as possible and carefully made.

PENMANSHIP I
Grade 9

1. Figures - practice of numbers and figures in columns;
2. Capitals - O, A, C, E;
3. Small letters - a, o, c, e, l, i, u, w, t, r, s;
4. Capital letters - M, N, W, H, K, Q, X, Z, U, V, Y;
5. Small letters - m, n, v, x, y, z;
6. Small letters - h, k, b, g, q, f, d, p, j;
7. Remaining capitals - I, J, P, B, R, D, L, T, F, S, G;
8. Sentences and paragraphs.

PENMANSHIP II
Grade 10

1. Review of figures; importance of small, neat figures in bookkeeping records.
2. Review of small and capital letters in words, phrases, sentences.
3. Continuous paragraph writing; maintenance of fluency and rate of writing.

4. Use of penmanship in the office: letters, envelopes, signatures, journals, ledgers, business papers, simple financial statements. Close co-operation between teachers of Penmanship and Bookkeeping will increase the interest and effectiveness of this part of the course.

PENMANSHIP III
Grade 11

Further development through a continuation of the work covered in Grade 10. Close attention should be paid to the quality of the written work in all subjects and evaluation should be based on the consistent quality of all written work.

BUSINESS MACHINES
Grades 11 and 12

In this course instruction is given on the various types of adding, calculating and bookkeeping machines.

The teacher, in developing a suitable course of study, must take into account the number of machines in the school, the types of machines used in local offices and the degree of proficiency desired. The material outlined here may be used to develop courses for Grades 11 and 12.

The following chart is intended to serve as a guide.

Type of Machine	Approximate Number of Periods for	
	Acquaintance	Skill
Ten-key adder	5	15
Full-keyboard adder	5	15
Ten-key calculator	5	20
Rotary calculator	10	25
Key-driven calculator	15	80
Bookkeeping posting machine	5	20

For instruction and practice, the ten-key calculator can be considered as either a ten-key adder or as a ten-key calculator. Similarly, the bookkeeping machine may be considered as a full-keyboard adder.

Organization

In the business machines room, a system of machine rotation is necessary. In some schools students may be grouped into "blocks" and each "block" given group instruction on a certain type of machine for a specified number of periods. At the end of this time each "block" of students moves on to another type of machine.

In other schools individual rotation may be preferred. A student is assigned to a machine; upon completion of the required exercises, drills and tests, he is rotated to another machine. While the latter method allows for pupil differences, it requires much more individual instruction.

The degree of proficiency attained will depend upon the number of machines, the size of the classes, the number of periods of instruction per week and the number of years in which a Business Machines course is offered.

Combining with Office Practice

A school of moderate size may be unable to operate a business machines room economically. In its business community the machines used may be, in the main, the simplest and least expensive types. Under these conditions, a dual-purpose room can be used efficiently for both Business Machines and Office Practice.

The following equipment, for example, might be used:

3 ten-key printing calculators,
2 full-keyboard adders,
1 direct process duplicator,
1 stencil duplicator,
2 electric typewriters,
6 ten-key adders,
1 simple bookkeeping ledger-posting machine,
2 transcribing machines,
20 manual typewriters,
extensive filing equipment arranged for instruction and practice on the main filing systems.

The teacher combines the time he has available for Business Machines and Office Practice, computes the amount of time required for each student on each kind of equipment and develops his rotation plan to meet the needs of the class. If he wishes the students to reach skill level on the calculators, he will plan as follows:

	Number of Periods
Ten-key adder	15
Full-keyboard adder	15
Ten-key calculator	20
Bookkeeping machine	20
	70

In a class of 35 students, 12 can be assigned to calculating machines at one time, while the others are involved in other aspects of Office Practice and Typewriting.

Courses for Each Type of Machine

Objectives: (a) to acquaint the pupil with the operation of the machine;
(b) to develop a reasonable skill in its operation;
(c) to apply this skill to different kinds of office work.

Ten-key adding machine

Adding and subtracting are done easily and quickly on this machine. It is also suitable for simple multiplication, but requires the use of reciprocal tables for division. It is useful particularly for listing, inventory work, invoicing retail sales in combination with cash drawer, and simple multiplication such as sales tax calculation.

1. Importance, uses and care of the machine.

2. Parts of the machine, simple operations, correct fingering techniques.

3. Addition: simple numbers, non-add, repeat, total and sub-total keys, vertical and horizontal addition, fractions.

4. Subtraction: simple subtraction, addition and subtraction, credit balances.

5. Multiplication: factors with two and three digits, decimals, fractions. (If a printing calculator is available, this may be omitted.)

6. Additional practice: short-cut multiplication, multiplication combined with addition and subtraction, discounts, invoices. (More complicated applications are taught more easily on ten-key calculators.)

7. Office applications: payrolls, employees' earnings records, commission reports, sales journals, taxation, foreign exchange.

Ten-key printing calculator

This ten-key machine is adapted to perform multiplication and division either automatically or semi-automatically. It is used for general office work where a tape record is required and where the facilities of a calculator are needed.

Since this is a ten-key adding machine with additional features, the objectives will be the same, with special emphasis on its use for advanced calculation of a more complex nature.

1. Importance, uses and care of the machine.

2. Parts of the machine, simple operations, correct fingering techniques.

3. Simple addition and subtraction, if these have not already been learned on the ten-key adding machine.

4. Multiplication and division, using the special features of the machine.

5. Practical applications: percentage, discounts and net amounts, chain discounts, interest, taxes, constants, short cuts, use of tables.

6. Office applications: invoices, average price, bank statements, proration, payroll, etc.

Full-keyboard adding machine

Adding and subtracting are done easily on this machine and simple multiplication can be performed. As in the case of the ten-key machine, a table of reciprocals is required for division.

The fingering and technique peculiar to the machine should be stressed and checked regularly. Familiarity with the full keyboard aids in the learning of the operation of the bookkeeping machine.

1. Importance, uses, care of the machine.

2. Parts of the machine, simple operations, correct fingering techniques.

3. Addition: simple and complex numbers; non-add, repeat, total and sub-total keys; vertical and horizontal addition; fractions.

4. Subtraction: simple subtraction; addition and subtraction; credit balances.

5. Multiplication: multiplication of factors with two and three digits; decimals.

6. Additional practice: short-cut multiplication; division using reciprocals. These items should be introduced, but these and more complicated calculations are performed better on the calculators.

7. Office applications: this machine is basically a listing machine, and should be used for totalling business items such as vouchers of various kinds, journals, ledger accounts, records, where totals are required.

Rotary calculators

The rotary calculator is one of the most widely used types of business machines. It is especially useful in payroll, costing, inventory and billing work, where a list of items on a tape is not necessary.

The fingering and techniques designed for the machine should be learned thoroughly and used always. This should be stressed and checked constantly.

1. Importance, uses, care of the machine.

2. Parts of the machine, simple operations, correct fingering techniques.

3. Addition: whole numbers; decimals; fractions; constants.

4. Subtraction: whole numbers; decimals; fractions; constants; credit balances.

5. Multiplication: factors with two, three, and more digits; three factors; decimals; fixed decimal point; constants.

6. Division: whole numbers and decimals.

7. Additional practice: accumulations; percentage and discounts; chain discounts; interest; prorating; short cuts - both machine and arithmetic; use of tables.

8. Office applications: invoices, insurance, payroll, sales analysis, investments, etc.

Key-driven calculator

The key-driven calculator is useful in checking the accuracy of handwritten sales slips, invoices and other documents, in the verification of accounting records and in many other phases of office work.

Since addition is the only direct operation on this calculator, the student requires a longer period of time to learn the other operations and to develop skill by the touch method.

1. Importance, uses, care of the machine.

2. Parts of the machine, simple operations, correct fingering techniques.

3. Addition: touch method; whole numbers; figures 1-5 and 6-9, "cross addition" for two-digit and three-digit numbers; split addition for four-digit and five-digit amounts.

4. Multiplication: right to left; two-, three- and four-digit numbers; decimals, placing of decimal point after multiplication; multiplication involving three factors.

5. Additional practice: multiplication from left to right; split multiplication; multiplication over a fixed decimal point; subtraction, including credit balances; division; applications involving discounts, percentage, interest, prorating, use of tables.

6. Office applications: invoicing; sales and purchase records; payrolls; accounting records, audits.

Simple bookkeeping machine

1. Mechanized methods of accounting are introduced and compared with manual methods. Advantages of the mechanized system are surveyed.

2. Accounting machines: demonstration, parts, care of machine; adjustments necessary for accounts receivable posting; accounts payable posting; preparation of payroll records; methods of verification.

3. Practice on posting debits and credits to accounts receivable and verification; posting to the control account.

4. Practice on posting debits and credits to accounts payable and verification; posting to the control account.

5. Payroll exercises.

6. Practice sets using actual business papers.

7. Testing: skill proficiency can be measured as well as developed by supervised timings on selected posting runs. Objective-type questions can be included to cover the theory involved.

Teachers' Reference Books for Business Machines Course

Circular 14 lists the student texts which are authorized. The following books and manuals may be found useful for a classroom library and for reference material for both teachers and students.

Ten-key adding machines:

The Secret of Speed in Adding Machine Operation - (Victor Comptometer Limited)

Ten-Key Adding Listing Machine Course - (W. J. Gage Limited)

How to Use Ten-Key Adding Machines - (McGraw-Hill Co. of Canada Ltd.)

Ten-key printing calculators:

Underwood-Olivetti Divisumma 24 - 30 Lesson Practice Course - (Underwood Corporation)

Victor Instruction Workbook (Adding Machine - Calculator) - (Victor Comptometer Limited)

Full-keyboard adding machines:

Full-Keyboard Adding Listing Machine Course - (W. J. Gage Limited)

How to Use Full-Keyboard Adding Machines - (McGraw-Hill Co. of Canada Ltd.)

Rotary calculators:

Rotary Calculator Course - (W. J. Gage Limited)

How to Use Rotary Calculators - (McGraw-Hill Co. of Canada Ltd.)

Friden Classroom Manual - (Friden, Inc.)

Marchant School Manual - Basic Operations and Common Problems - (Marchant Claculators Inc.)

Monroe Office Practice Course for (1) The Educator
(2) Semi-Automatic Models
(3) Automatic Models - (Monroe Calculating Machine Co. Inc.)

Key-driven calculators:

Burroughs Manual for Key-Driven Calculators - (Burroughs Adding Machine Co. of Canada Ltd.)

Comptometer Course for Business Training - (Canadian Comptometer Ltd.)

Key-Driven Calculator Course - (W. J. Gage Limited)

How to Use The Calculator and The Comptometer - (McGraw-Hill Co. of Canada Ltd.)

Bookkeeping and Posting Machines:

Burroughs Manuals for the Burroughs Desk Models of Bookkeeping and Journalizing Machines - (Burroughs Adding Machine Co. of Canada Limited)

Monroe Bookkeeping Machine Course and Transcripts of Posting Media - (Monroe Calculating Machine Co. Inc.)

Operator's Manual for National Cash Bookkeeping Machines and Transcripts of Posting Media - (The National Cash Register Co.)

Machine Office Practice - (W. J. Gage Limited)

Bookkeeping Machines Practice Set - (Sir Isaac Pitman)

General:

Office Machines Course - (W. J. Gage Limited)

How to Use Business Machines - (McGraw-Hill Co. of Canada Ltd.)

How to Use Adding and Calculating Machines - (McGraw-Hill Co. of Canada Ltd.)

BUSINESS MATHEMATICS

Aims

1. The attainment of a vocational standard of accuracy and speed in performing the fundamental operations with the whole numbers, fractions and decimals commonly used in business.

2. The development of the ability to do needed evaluations using formula substitution or formula manipulation followed by substitution.

3. The development of habitual neatness and systematic arrangements in written work.

4. The development of skill in mental computation, in estimating the reasonableness of answers and in the use of practical short cuts.

5. The development of the power to think analytically and logically in solving practical problems.

Suggestions

This course is planned primarily as a basic Mathematics programme for all Four-year Business and Commerce courses. In those schools which offer the Four-year General Business Course (Bookkeeping) it may be necessary to provide enrichment of this programme. In those schools which offer the Four-year Clerical Course the content should be adjusted particularly toward aims 1, 3 and 4 listed above.

The courses for Grades 10, 11 and 12 are changed only slightly from the Course I, II and III of the original Curriculum I. and S. 8 for Commercial Courses. Those familiar with that bulletin will recognize that the minor changes are related to maintaining and developing skills with the algebraic approach to formulas.

Skill in fundamental operations is acquired by systematic, daily practice. It is suggested that a few minutes in each Arithmetic period be devoted to such drill.

The quality of the written work in Arithmetic should not be inferior to that in Bookkeeping. Teachers should encourage their pupils to use pens rather than pencils.

BUSINESS MATHEMATICS
Grade 9

The course for Grade 9 is outlined on the first four pages of RP-12 Mathematics, and is designed to provide (a) a basis for the algebraic approach to formula manipulation and substitutions and (b) the minimum basis for a transfer at the end of Grade 9 to any Grade 10 programme. To achieve these aims, the Grade 9 classes in the Four-year Business and Commerce courses should cover Arithmetic and Algebra of

sections 1, 2, 3, 4, 5 and Business Arithmetic of section 9 of Curriculum RP-12. It must be emphasized, however, that although these classes cover the same sections as some other Grade 9 classes, the treatment of Algebra will be entirely different as it will stress an approach through evaluations and manipulations. For this reason also, examinations will not be the same as for other four-year or five-year programmes.

BUSINESS MATHEMATICS
Grade 10

Topics

1. Fundamental operations with daily drill on combinations and tables; short methods, checks and proofs; factors and multiples.

2. Vulgar and decimal fractions: proper, improper and complex fractions and mixed numbers; conversion of vulgar fractions into decimals and vice versa; addition, subtraction, multiplication and division of vulgar fractions and decimals; drills on aliquot parts and decimal equivalents of common vulgar fractions.

3. Percentage: relation to vulgar fractions and decimals; drills on the 1% method and convenient equivalent vulgar fractions (1/3, 5/8, 7/12, etc.)

4. Review of arithmetic evaluation of algebraic expressions; review of the addition, subtraction, multiplication and division of algebraic monomials (both positive and negative); review with plenty of practice the solution by axioms of simple first-degree equations; extension of the axiom approach to manipulating formula from business, mensurative science, such as $A = lw$, $i = prt$, $A = \frac{1}{2}bh$, $A = \frac{1}{2}h(a + b)$, $A = \pi r^2$, $c = \pi d$, $v = nl$, $d = \frac{m}{v}$, $C = \frac{5}{9}(F-32)$, $K = C + 273$, $Q = m(t_1 - t_2)$, etc. (Reference made in each case to actual case where formula arises so that this may serve to review and correlate.)

5. Problems in banking: determining the amount of interest or discount on a note; maintaining a bank account; preparing a simple bank reconciliation; computing exchange and bank charges; making bank deposits.

6. Invoicing: the preparation of the invoice; proper checking of the invoice; cash discounts; trade discounts; sales tax.

7. Profit and loss: simple calculations of profit and loss based on cost price.

8. Simple practical measurements: review of units of the British system in common use; calculations using the metric system of linear and square measure.

BUSINESS MATHEMATICS
Grade 11

1. Continued daily exercise in calculation.

2. Review of the Grade 10 Algebra topics. Further practice with manipulating and evaluating formulas of business, science and mensuration. Mensuration of rectangles, triangles, circles and rectangular solids reviewed with a formula approach. Extension to the mensuration of cylinders, spheres and cones. Review of the metric system and extension to those of weight and volume.

3. Calculations on profit and loss based on selling price: mark-up, margin, expenses, net profit.

4. Purchasing personal property: buying a car; financing the payments; various forms of car insurance; buying household appliances; charge accounts; deferred payment accounts; revolving credit accounts; determination of interest charges on purchases made in different ways; insuring personal property in the home.

5. Buying and selling on commission: determination of remuneration of salesmen who sell on commission, or on a salary plus commission; selling goods by consignment to commission agencies; the account sales.

6. Average and storage: simple average; determining the median; determining storage charges; warehouse account.

7. Interest and discount: more difficult problems involving the determination of the amount of the loan, period of time, rate of interest.

8. Use of simple charts and graphs.

9. Mensuration applied to rectangles, triangles, circles, rectangular solids, cylinders and spheres, using the British and metric systems.

BUSINESS MATHEMATICS
Grade 12

1. Review of Algebra skills: practice at manipulation of more difficult formulas particularly those from Mathematics of Investment.

2. Payroll work: determination of wages; time rates; piece rates; overtime, deductions for unemployment insurance, income tax, insurance, hospitalization, bond purchases, etc.; preparing the payroll summary; currency analysis sheet. (This topic may have been covered in the Bookkeeping course.)

3. Income tax procedure and problems: income tax of the wage-earner; income from investments; relation between the profit and loss statement and the income tax return; preparing income tax returns.

4. Excise taxes and customs duties.

5. Purchase and sale of real estate: cost of land and buildings; real estate mortgages; municipal taxation; insurance; making adjustments for interest accrued and taxes paid; payment of interest and principal by periodic instalments.

6. Buying and selling of stocks and bonds: newspaper quotations; different types of stocks and bonds; accounts with stockbrokers; determination of yield to the investor. (This topic should be related to the course in Elements of Economics, RP-9 HISTORY.)

7. Foreign exchange: currency units of countries with which Canada has extensive dealings; newspaper quotations of exchange rates; making payments in foreign countries; bank letters of credit.

8. Compound interest: simple problems involving compound interest; present worth; use of simple and compound interest tables.

9. Use of charts and graphs: graphical illustration of various phases of economics such as the business cycle, the cost of living, foreign trade, etc.; use of charts and graphs in the annual reports of companies.

TYPEWRITING I

Grade 9

This is the first year Typewriting course for all programmes. The objectives are a thorough mastery of basic techniques and skills and the application of the skill to exercises which have value for personal use.

The vocational objectives of typewriting are emphasized in subsequent Typewriting courses.

1. A thorough mastery of the keyboard, including capitals, figures, signs and punctuation marks should be developed by the touch system. At this stage frequent evaluation of posture, correct fingering and operating techniques is essential. Remedial exercises should be provided, as required, either to the whole class or to the individual pupil.

2. The names and proper manipulation of the operative parts of the machine should be introduced, as required.

3. Horizontal and vertical centering on 8½" x 11" and 8½" x 5½" paper: centering exercises.

4. Word division and capitalization.

5. Paragraphs with single and double spacing.

6. Typing of numbers: supplementary exercises given daily to develop accuracy and speed.

7. Reinsertion; typing on lined paper.

8. Erasing techniques.

9. Typing from handwritten copy: instruction and practice on setting up school notes.

10. Tabulation: use of main heading, sub-headings; simple one-, two- and three-column exercises.

11. Placement and arrangement of programmes, menus, announcements, notices, invitations. Practical application from the pupil's experience.

12. Personal letters.

13. Semi-blocked letter style; envelope to match.

14. Composing at the machine; making of rough drafts; completion of draft into final form.

15. Special projects chosen by the individual student.

TYPEWRITING II
Grade 10

1. Further development of typewriting skills with continued emphasis on facility using proper techniques.

2. Special details in typing: care of the typewriter; changing ribbons; punctuation with special attention to the comma, semicolon, colon, parentheses; special characters - ditto, dash, exclamation, fractions, Roman notation, care of, multiplication, equality, minus, degrees, minutes, seconds, feet, inches, pounds, division, square root; typing numbers in sentences; abbreviations and contractions; making special characters.

3. Centering and tabulation: use of double underscore; ruling on the machine; leaders; totals; simple financial statements and statistical matter; unarranged tabulation problems.

4. Duplicating: typing masters for spirit duplicators; correcting errors; duplicating.

5. Business forms: cheques; promissory notes; drafts; deposit slips; messages; bills of lading; receipts; purchase orders; invoices; statements; telegrams; cablegrams; postal cards; 3" x 5" cards; production of business papers for Bookkeeping course exercises.

6. Reports: preparation of rough drafts; final draft format; cover page; contents page; binding of report; composition at the machine.

7. Erasures and corrections: spreading and crowding of letters.

8. Business letters: full-blocked and indented styles; placement of short, medium and long letters; use of letterhead paper; envelopes to match.

9. Carbon copies: use of carbon paper and copy paper; erasing techniques with multiple copies.

10. Duplicating: typing stencils; correcting errors; duplicating.

OFFICE PRACTICE

Aims

The course in Office Practice should co-ordinate the knowledge and skills acquired by the student in the study of the other subjects of the curriculum. It should serve also as the "general" or "miscellaneous" course, providing the students with a more complete and integrated commercial education and helping them to become familiar with the requirements, the characteristics and the organization of business offices.

Suggestions

Assignments in Office Practice should stress the importance of accuracy and clarity of answers, good English, good typing arrangement and neatness. The work should meet the requirements of a "deadline" and achieve "mailability" standards.

Approximately three-quarters of the time allotted to Office Practice should be spent in practical work and skill development in the typing room or in the office practice room. The teacher will have to plan carefully to see that students receive full benefit from this training.

Some of the practical exercises may consist of work for the school office or for outside organizations such as charitable institutions. Great care should be exercised by the teacher to ensure that such work has definite educational value, that it is properly scheduled and that it does not make excessive demands on the student's time.

OFFICE PRACTICE
Grade 11

1. Further development of typewriting skills with continued emphasis on facility and proper technique. Extensive practice in composing and preparation of rough drafts. Drafts to include more advanced centering and tabulation problems of statistical material. Completion to final report form.

2. Business letters: extensive typewriting practice with carbon copies and emphasis on the styles most common in the community; addressing envelopes to match the letter styles on Nos. 7-10 envelopes; adequate practice in the use of letterhead paper of standard size with multiple copies.

3. Office standards: knowledge, training, personal characteristics desired by employers; office deportment and grooming; standards of accuracy and acceptability of work done in offices; employer's viewpoint; employee's responsibilities; importance of accuracy and reliability in business; student's responsibilities in this course.

4. Postal information: all classes of mail with emphasis on first and third class mail; air mail; registration; insurance of parcels; money orders; c.o.d. service; miscellaneous information - special delivery, insufficient postage, pre-cancelled stamps, postal permits, postal meters, rural directories, etc.

5. Telephone information: making telephone calls - courtesy, voice, language; the directory; dial, direct dial, manual, pay station phones; answering the telephone; disposition of incoming calls; long distance calls; confirmation letters; time zones; the private switchboard.

6. Telegraph, cable and wireless: classes of service; preparing messages; review of typing messages; confirmation letters; time zones.

7. Banking: commercial students should become very well acquainted with banking forms and procedures. (The study of Banking in the Office Practice Course should supplement the banking knowledge acquired in other courses.)

8. Transportation of goods: parcel post; express; freight by mail, ship, truck, airplane; c.o.d. services; express receipts, bills of lading, freight bills; choice of transportation services.

9. Customs services: purpose of duties; ports of entry; kinds of duties; clearing the goods entering by mail, by express, by freight; drawbacks. (This topic to be given intensive treatment only in the communities where the teacher considers it very important.)

10. Other equipment: office furniture; machines for addressing, stamping, sealing letters; intercommunication systems; time clocks; copyholders; numbering and dating machines and appliances; staplers; perforators; letter openers; stamp affixers; envelope moisteners; arrangement of furniture and equipment in an office.

11. Transcribing machines: kinds of transcription machines; transcription practice on the types of machines commonly used in the community.

12. Duplicating machines: kinds of duplicating machines; cutting stencils and master copies; correcting errors; printing the copies; cleaning, filing, preservation of stencils; mass production of circular letters; form and follow-up letters; business forms; chain feeding of envelopes for same.

13. Filing: alphabetizing; parts of a file; simple files; rules for alphabetic filing; practice in applying the rules; parts of a typical file; study and use of simple alphabetic files.

OFFICE PRACTICE
Grade 12

1. Further development of typewriting skills with continued emphasis on facility and proper technique. Extensive practice in composing and preparation of rough drafts. Drafts to include more advanced centering and tabulation problems of statistical material. Completion to final report forms.

2. Business letters: multiple copy work; production standards.

3. Techniques of transcription: machine transcription.

4. Personal assets: manners, grooming, speech.

5. Meeting the public: receiving callers; making appointments; handling appointments; cancelling appointments.

6. Duties of a stenographer: organization of desk and equipment; incoming mail - opening, sorting, distribution; arrangement of stenographer's notebook; taking dictation from an office superior; organization of transcription; responsibility for checking all work before submitting it to her superior; duties connected with outgoing mail; filing correspondent's letter and carbon copy.

7. Handling routine correspondence.

8. Typing more difficult letters and statistical matter: letters containing statistical and tabulated matter; letters longer than one page; use of the long-carriage typewriter with columnar paper and with plain paper; typing of financial statements and more difficult statistical matter; use of electric typewriter.

9. Filing procedures, systems and equipment: steps preparatory to filing - coding, cross-reference, follow-up, sorting; filing systems - alphabetic, direct-name, numeric, subject, geographic, chronological; card files and card indexes; visible index systems; signals; transfer of files, withdrawing material from files; practice in the use of vertical filing systems and card systems.

10. Business and office organization: classification of business; executives and their responsibilities; work of the departments; buying and selling procedures; methods of payment and collection; requisitions, purchase orders, purchase invoices; inventory records; sales orders; invoices; statements of account.

11. Preparation of legal forms and documents: typing on printed legal forms; typing entire legal documents; folding and endorsement. (Choose common legal documents that are important as supplementary material to the Law course.)

12. Sources of information: reference books - commercial, financial, personal, general; information service bureaus; credit organizations; other sources of information; use of library assignments.

13. Applying for a job: letter of application; use of data sheet.

SHORTHAND

The shorthand objectives for pupils in the four-year stenographic courses, by the end of Grade 12, are as follows:

1. Writing material of average difficulty at a rate of 80 to 100 words a minute.

2. Writing shorthand under normal office conditions, making all changes and corrections indicated by the dictator.

3. Reading either plate shorthand or written notes at speeds of 175-200 words a minute or higher.

4. Transcribing written notes at the typewriter at speeds of 15-20 words a minute or higher.

5. Transcribing not only letters but also reports, memoranda and messages in correct form.

6. Producing transcription which meets the quality demands of the most critical employer.

7. Using shorthand for personal note taking.

SHORTHAND I
Grade 11

1. Introduction to the concept of writing shorthand according to sound.

2. Vocabulary: writing automatically 1,000 commonest words; extension of vocabulary to include derivations of root words; use of shorthand dictionary.

3. Reading: rapid reading from text plate material and fluent oral transcription from written notes.

4. Penmanship: small, neat outlines written from dictation of material within the vocabulary range.

5. Drills: short forms; common words; intersections; simple phrasing.

6. Completion of the New Basic Course in Pitman Shorthand.

SHORTHAND II
Grade 12

1. Theory: increased emphasis on facility in the use of short forms; contractions; intersections; phrasing; circles; loops; initial and final hooks; halving; doubling; prefixes and suffixes.

2. Vocabulary: expansion of shorthand vocabulary by means of supplementary shorthand reading material; writing automatically of the 5,000 commonest words; previewing and testing new vocabulary; exercises designed to increase word retention and comprehension of dictated material.

3. Dictation: writing from dictation at increased rates and for continuous periods of from three to five minutes.

4. Transcription: techniques; transcription on the typewriter with special attention to letter set-up and placement on letterheads of different kinds and sizes.

5. Office style dictation: practice in taking dictation at uneven rates; interrupted dictation; incomplete dictation - i.e. omitting the address, the salutation or the closing; making changes in the letter after the dictation is completed.

6. Reporting: use of shorthand, where feasible, in school subjects and pupil activities; giving pupils instructions written in shorthand; requiring pupils to submit information written in shorthand.

ENGLISH COMPOSITION, BUSINESS CORRESPONDENCE, AND LANGUAGE STUDY

Suggestions to Teachers

English is vital to the general development of the pupils and is, therefore, the direct concern of every teacher. Pupils should learn to express themselves with precision, clarity, and conciseness. Cultural development and creative ability should, however, not be overlooked in a composite course designed to promote good citizenship in a democracy.

The course in composition, language, and business correspondence in Grades 11 and 12 gives the pupils much more than a course in the mechanics of letter-writing and practice in writing letters of all types. More

demanding and complex assignments require precision in thought and language, organization, and discrimination within a wide range of language use. Students with a sound knowledge and understanding of good English in general will find little trouble in learning to use good English in a particular situation, namely in the business letter. In Grade 12 most of the subject matter should be taken from actual business and should stress the purpose, importance, and composition of the business letter.

Spelling and vocabulary study are important phases of the English course in all grades. Each teacher should concentrate on the meaning and spelling of the words found in the specialized vocabulary of his subject. In the spelling classes emphasis should be placed on the correct spelling of common words and on the vocabulary common to all types of business. The pupil should keep a list of difficult words drawn from his own written assignments. NOMA spelling lists are very useful. In order that the use of the dictionary will become a lifelong habit constant attention should be given to the importance of using the dictionary in all written assignments.

It is recommended that the seven-period allotment of time be divided as follows:

Literature	3 periods
Spelling and Vocabulary Study	1 period
Composition and oral work, Language Study, and Business Correspondence	3 periods

ENGLISH COMPOSITION, BUSINESS CORRESPONDENCE, AND LANGUAGE STUDY
Grade 11

This course has been outlined according to terms in order to give assistance in organization to the teacher, and to underline the importance of the integration of the various aspects of the work during each term.

As stated in the foreward to this course, composition, language, and business correspondence in Grades 11 and 12 gives the pupils much more than a course in the mechanics of letter-writing and practice in writing letters of all types. More demanding and complex assignments require precision in thought and language, organization, and discrimination within a wide range of language use. Students with a sound knowledge and understanding of good English in general will find little trouble in learning to use good English in a particular situation, namely in the business letter. In Grade 11, as far as possible, practice in letter-writing should be built around pupil and school activities. In Grade 12 most of the subject matter should be taken from actual business and should stress the purpose, importance, and composition of the business letter.

All work in typing, shorthand and transcription, composition and business correspondence should be carefully co-ordinated through co-operation

between the Heads of the Commercial and English Departments.

First Term

1. The planning and writing of short essays: description and exposition

   (a) principles of paragraph structure and development;
   (b) writing, discussion, rewriting;
   (c) types of sentences - effects produced by loose, periodic, balanced sentences; parallel structure.

2. (a) The study of clausal analysis and grammar as an aid to good sentence structure and the effective expression of thought. The application of the principles of grammar to the achievement of correct usage in oral and written communication. Study, where necessary as an aid to clear and accurate expression, of the nature and functions of words or phrases in sentences.

   Note: Writing will improve in accuracy, exactness, or effectiveness of structure only if this study is based on examples taken from pupils' work rather than on isolated text-book exercises. The latter will be used as supplementary remedial work with certain students when necessary.

   (b) Punctuation: review, emphasizing the weaknesses found most frequently in the pupils' written work.

   (c) Elimination of incorrect constructions found in the pupils' work, including incorrect use of verbals.

3. Essays: expository, descriptive narrative

   (a) the study of models;
   (b) planning and organization of material;
   (c) the use of transition words and phrases to promote smooth transition between paragraphs;
   (d) writing in class under supervision;
   (e) reading, discussion and revision.

4. Planning and writing of well-organized answers to questions on the literature texts, such as character studies; discussion or explanation of two points of view; an appreciation of interesting elements in a story, novel or poem.

5. Oral work such as: simple reports; introduction of speakers; expressions of thanks; panel discussions of supplementary reading books or novels studied in class; T.V. programmes.

6. Spelling and word study - as in earlier grades, a text and the pupil's own list should help him master both familiar and unfamiliar vocabulary.

Second Term

1. Précis writing

   (a) principles of précis writing;
   (b) practice in précis writing as an aid to the development of comprehension and precision in thought and expression.

2. Planning and writing of narratives, descriptions and expositions. Continued application of principles studied in the first term: an appreciation of effective sentence and paragraph structure; special techniques employed by good writers; the precision, conciseness, and vitality provided by choice of appropriate and exact diction.

3. Oral work, including public speaking in general:

   (a) introducing a visitor;
   (b) thanking a speaker;
   (c) organizing a business meeting;
   (d) reports on visits to business firms;
   (e) informal reports on new books in the library and recommendations to other students;
   (f) debates on topics within the experience of the pupils.

   Note: The tape recorder is an important aid in assisting the pupil to assess his own speech habits.

4. Spelling and word study.

Third Term

1. A short book review.

2. Précis writing.

3. Study and writing of simple types of business letters: making requests and inquiries; replies to requests and inquiries; order letters; acknowledgement of orders; letters of remittance; acknowledgement of remittances; letters asking for an adjustment; simple letters of application.

   Emphasis should be placed on effective sentence construction, and the choice of exact and effective letter tone.

4. Further work in the planning and writing of essays. (Some of the writing may again be correlated with literature study.)

5. Reports of minutes and meetings. (These should be minutes of actual meetings such as class meetings, assemblies, etc.)

6. Spelling and word study.

ENGLISH COMPOSITION, BUSINESS CORRESPONDENCE, AND LANGUAGE STUDY
Grade 12

A specific aim in Grade 12 should be the expression of carefully considered ideas in precise, clear, correct English. In addition, effectiveness of the presentation of ideas and courteous, effective letter tone should be developed. Seventy-five per cent of the time should be devoted to the various aspects of writing and business correspondence as opposed to the mechanics of writing. Remedial work in sentence construction, punctuation, and grammar will be introduced when the need is apparent.

First Term

1. Short essays:

    (a) study of models;
    (b) organization and writing;
    (c) marking and revision.

2. Business letter writing:

    (a) Principles of business letter writing continued from Grade 11 - purpose and importance; form and arrangement; characteristics of a good business letter; avoidance of stereotypes.

    (b) Writing of:

        letters of request - leading to business relations,
        - routine inquiries,
        - requests that will benefit the writer only,
        - requests for special favours,
        - requests for credit information;

        replies - granting requests,
        - refusing requests;

        orders and acknowledgement of orders;

        letters accompanying and acknowledging remittances.

3. Oral work.

4. Spelling and word usage.

Second Term

1. Business letter writing

    (a) Letters of complaint and adjustment - where the complainant is justified,
    - where the complainant is not justified,
    - where both are to blame.

(b) Collection letters;

(c) Sales and advertising letters;

Note: Except as a composition exercise and as an analysis of advertisements, a great deal of time need not be spent on sales letters.

(d) Circular and form letters.

2. Planning and writing the longer essay. This writing gives good opportunity for correlation with the study of Literature and with outside reading.

3. Précis writing - further study and application of principles; emphasis on passages of exposition and argument.

4. The writing of reports on business situations, interviews, visits.

5. Logic and argument - written and oral work.

6. Spelling and word usage.

Third Term

1. Business letter writing

(a) Letters of application - without data sheet; with data sheet.

(b) Letters of introduction, reference, recommendation.

(c) Social letters - congratulation, appreciation, condolence, formal invitation and acceptance, announcements.

2. Minutes and reports of meetings.

3. Additional exercises should include:

(a) the writing of memoranda;
(b) letters written from detailed instructions or written memos;
(c) composition of letters at the typewriter;
(d) impromptu dictation of simple letters.

Texts and Reference Books

For pupils in Grades 11 and 12 of the Business and Commerce Branch two texts are recommended: a general composition text approved for use in all Grade 11 or 12 classes (Circular 14), and a text which gives added attention to business correspondence.

Warner, Business Letter Writing and Applied English - Sir Isaac Pitman (Exercises in Effective English Expression may be obtained for use with Part 2 of above text.)

Waugh, Modern Business Letters - Sir Isaac Pitman

Fowler, Speaking and Writing - Ryerson Press

Other texts or reference books, such as the following, should be on the classroom shelf for the pupils' use.

Hagar, Stewart, Hutchison, Business English and Letter Writing - McGraw-Hill Co.

Warner, Canadian Commercial Correspondence - Sir Isaac Pitman

Wallace and Brown, Language and Letters - Sir Isaac Pitman

Shurter, Effective Letters in Business (2nd Edition)-McGraw-Hill Co.

Mayo, Communications Handbook for Secretaries - McGraw-Hill Co.
Guide to writing and speaking.

Shurter, Written Communication in Business - McGraw-Hill Co.

An advanced book suggested for college level or for those who are presently engaged in business careers.

C. C. Parkhurst, Business Communication for Better Human Relations - Toronto University Press Bookstore

A. P. Herbert, What a Word - Ryerson Press (An attack on pompous prose; excellent section on business jargon.)

Thorndike, Dictionary of Canadian English - W. J. Gage Limited (Senior dictionary 9 - 13 available January 1964.)

SPECIAL ONE-YEAR BUSINESS COURSE

The Special One-Year Business Course has been very successful in Ontario, not only in the larger centres of population but also in the smaller school districts.

This intensive vocational course, based upon an adequate general education, is designed to fit the graduate for office employment.

Pupils who have completed successfully the Grade 11 or Grade 12 requirements of the Five-year Programme in any branch, or who have graduated from a four-year programme in any branch, are eligible.

Subjects	No. of Periods	Course Content
Correspondence and Spelling	4	The business topics of the English Composition courses, Grades 11 and 12 (see pages 80-85).
Physical Education	3	Activity periods.
Economics and Law	5	Business Law, Part A (see page 37). Economics (see RP-9, pages 5-7).
Typewriting and Office Practice	10	See Typewriting I, Typewriting II, Office Practice Grade 11 and selected topics from Grade 12, (see pages 73-78).
Shorthand and Transcription	10	The Shorthand courses of Grades 11 and 12, with slightly lower speed requirements (see pages 78, 79).
Business Mathematics	5	See course on page 70.
Penmanship	2	Penmanship I (see page 62).
Bookkeeping	6	See course on page 86.

BOOKKEEPING

1. Introduction: reasons for keeping records; use of business documents; nature of records; necessity for accurate records; importance of bookkeeping knowledge in other occupations.

2. Balance sheet: personal balance sheet; balance sheet of a business; the fundamental equation; common assets and liabilities; effects of simple business transactions on assets, liabilities and capital; rules of debit and credit.

3. Profit and loss statement: simple profit and loss statement with three sections; expansion of each section with the addition of inventories, then returns and freight-in; methods of determining merchandise inventory; effect of simple transactions on profit and loss accounts; rules of debit and credit expanded.

4. Ledger: purpose of accounts; form of accounts; use of accounts to record increases and decreases in assets, liabilities and capital or ownership; equality of debits and credits; purpose and form of a trial balance.

5. General journal: purpose and form of the two-column general journal recording transactions; posting entries; trial balance.

6. Work sheet: purpose and use of six-column work sheet; recording of new inventory; financial statements including statement of proprietorship.

7. Closing the books: profit and loss summary account; closing and reopening the merchandise inventory account; closing the trading and expense accounts; closing the profit and loss to drawing or to capital; drawing to capital; post-closing trial balance.

8. Simple adjusting entries: adjustments required to record prepaid expenses and depreciation of one or two fixed assets; eight-column work sheet; adjusting and closing entries.

9. Accounts receivable ledger and its control account: purpose of control accounts - division of labour; sales slips and invoices; credit invoices; terms of sale; modern credit plans - cycle billing, deposit account, limited charge, revolving credit, conditional sales, budget plan; monthly statement of account; sales journal; sales returns and allowances journal; accounts receivable summary; various methods of recording sales.

10. Accounts payable ledger and its control account: purpose of control account; stock records; requisitions; purchases journal; purchases returns journal and allowances journal; accounts payable summary.

11. Cash journals and cash discounts: changes in journals resulting from division of accounts into three-ledger system; cash discounts; columnar cash journals with discounts; purpose of special columns; financial income and expense illustrated on profit and loss statement.

12. General journal with entries for accounts receivable and accounts payable.

13. Drafts and promissory notes: definition and form of a commercial draft; kinds of drafts; parties to a draft; course of a draft; bank charges for collecting drafts; discounting drafts; the practical use of commercial drafts in business; form of promissory note; interest on notes; bookkeeping entries for recording drafts and notes in two-column general journals and cash journals.

14. Imprest system of petty cash and multi-column cash journals: principles of cash control; petty cash fund use of vouchers; petty cash book; bank account in ledger and bank column in cash journals; daily deposits; exchange on cheques; bank charges; borrowing from a bank; credit memorandum debit memorandum; dishonoured drafts; bank statement; bank reconciliation.

15. Special adjustments: bad debts, allowance for bad debts; depreciation of fixed assets; accumulated depreciation using diminishing value methods of estimating depreciation; accrued income and expenses. (This should be treated with less emphasis than in regular programme. Use just enough emphasis for an understanding of the classified statements. Omit adjusting and reversing entries and ten-column work sheet.)

16. Classified financial statements: reasons for classification of balance sheet; classification of expenses on profit and loss statement; percentages; simple ratios.

17. Payroll: methods of paying employees; time cards; payroll summary; payroll account; payroll deductions - income tax, hospitalization, unemployment insurance, group insurance, pension, and union dues; cash payments journal entries; employee's earnings record; pay cheque and statement; currency memorandum and requisition.

18. Synoptic or combination journal: the use of a combination journal in small organizations having one bookkeeper; variations of the combination journal to suit particular business; posting from the combination journal.

19. Non-trading organizations: definition of non-trading organizations; record books; difference between receipts and income and between payments and expenditure; statements of receipts and payments; income and expenditure and a balance sheet.

20. Practice set.

BUSINESS MATHEMATICS

Aims

1. The attainment of a vocational standard of accuracy and speed in performing the fundamental operations with the whole numbers, fractions and decimals commonly used in business.

2. The development of the power to think analytically and logically in solving practical problems.

3. The development of skill in mental computation, in estimating the reasonableness of answers, and in the use of practical short cuts.

4. The development of habitual neatness and systematic arrangement in written work.

Skill in fundamental operations is acquired by systematic, daily practice. It is suggested that a few minutes in each arithmetic period be devoted to such drill.

The quality of the written work in arithmetic should not be inferior to that in bookkeeping. Teachers should encourage their pupils to use pens rather than pencils.

Topics

1. Fundamental operations with daily drill; short methods, checks and proofs; factors and multiples; vulgar and decimal fractions; conversion of vulgar fractions into decimals and vice versa; drills on aliquot parts and decimal equivalents of common vulgar fractions.

2. Percentage: relation to vulgar fractions and decimals; drills on the 1% method; drills on convenient equivalent vulgar fractions (1/3, 5/8, 7/12, etc.)

3. Problems in banking: determining the amount of interest or discount on a note; maintaining a bank account; computing exchange and bank charges; making bank deposits.

4. Invoicing: the preparation of the invoice; proper checking of the invoice; cash discounts; trade discounts; sales tax.

5. Profit and loss: calculation of profit and loss based on cost price and selling price; calculation of cost price; calculation of selling price; determination of net profit.

6. Purchasing personal property: buying cars and major household appliances; a study of the contract; figuring the interest rate demanded; insurance for personal property.

7. Buying and selling on commission: determination of remuneration of salesmen who sell on commission, or on salary plus commission.

8. Buying and selling real estate: cost of land and buildings; real estate mortgages; municipal taxation; making adjustments for interest accrued and taxes paid; payment of interest and principal by periodic instalments; insurance on real estate.

9. Excise taxes and customs duties.

10. Foreign exchange: the currency units of countries with which Canada has extensive trade relations; newspaper quotations of exchange rates; making payments in foreign countries; bank drafts.

11. Buying and selling stocks and bonds: newspaper quotations; different types of stocks and bonds; accounts with brokers; determination of yield to investor.

12. Compound interest: problems involving compound interest; present worth; the use of simple and compound interest tables.

13. Use of charts and graphs: graphical illustrations of various phases of economics, such as the business cycle, the cost of living, foreign trade, etc; use of charts and graphs in the annual reports of companies.

SPECIAL BUSINESS MANAGEMENT COURSE

The new special one-year course will be of particular interest to boys who have the potential to become the executives of the future.

Many boys complete Grade 12 and part or all of Grade 13 and "drift" into business. They have no special training for their new work and unless there is a fine system of in-service training they are handicapped and their advancement is retarded. Then, too, with the move toward greater automation of offices, there will be an increased demand for young men with competence in accounting, mathematics and other business subjects. The new Special Business Management Course should fill a real need.

The admission requirement is any secondary school graduation diploma.

The chart below gives a suggested programme. The courses in Accountancy and Mathematics of Investment are heavy, leading to the Grade 13 papers. The pattern of the course may vary from school to school depending upon equipment available, local employment needs, and other factors.

If typewriting for personal use is desired, it may be substituted for one of the courses listed, or the time allotted to some of the other subjects may be reduced to provide the necessary four or five periods weekly.

Subjects	No. of Periods Weekly
Bookkeeping and Accountancy	10
Mathematics of Investment	5
Business Organization and Management	5
Economics or Business Finance	5
Business Law	5
Business Machines	5
Data Processing or Typewriting	5
Business Correspondence and Report Writing	5
	45

TWO-YEAR TERMINAL COURSE IN DISTRIBUTIVE EDUCATION

While the opportunities in office occupations will, in the future, be extremely limited for students who have not graduated from the secondary school, there should be opportunities in merchandising and service industries.

Two-year terminal courses in Distributive Education may be of interest in certain schools; the programmes should be worked out locally in co-operation with firms which are willing to employ the pupils who complete the course. Such programmes might well include co-operative work experience.

A tentative programme is illustrated on the following chart.

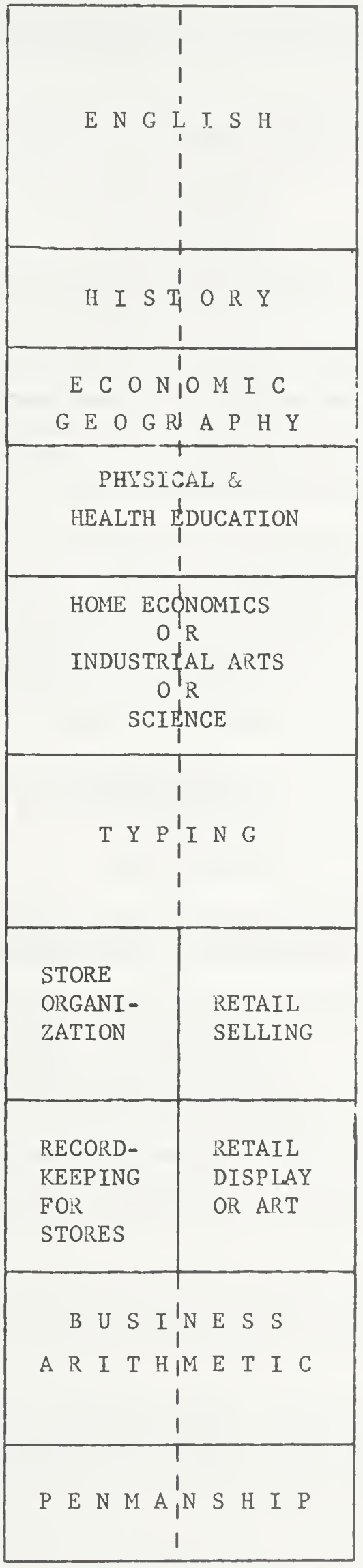
Subjects	No. of periods per week	
English	7	With strong emphasis on oral work
History	3	With strong emphasis on civics and current events
Economic Geography	3	Including the study of a wide range of products
Physical Education	4	
Business Arithmetic	5	Emphasis on buying and selling, mark-up, profit and loss
Home Economics or Industrial Arts or Science	5	These courses can be most useful and should be related to the needs of these pupils and their future occupations
Typewriting	5	Some work in business machines can be added in Grade 10
Penmanship	3	Most useful in the retailing field

The ten periods for Distributive Education should be devoted to four courses in Grades 9 and 10 selected from the following (or other courses developed at the local level):

Record Keeping for Stores
Store Organization
Retail Selling
Retail Display or Art Related to Display

Further information about courses in Distributive Education will appear in Curriculum RP 32.

TWO-YEAR TERMINAL COURSE IN DISTRIBUTIVE EDUCATION



BUSINESS AND COMMERCE OPTION FOR THE ARTS AND SCIENCE BRANCH

The traditional pattern of the business option (single) in the Arts and Science Branch (General Course) has been as follows:

Grade 9	Business Practice
Grade 10	Typewriting
Grade 11	Typewriting
Grade 12	Bookkeeping

This arrangement has been criticized for two reasons. Too often the instruction has been job-oriented and the personal-use objectives have been minimized or neglected. Sometimes employers have hired students in the mistaken belief that they were business graduates when, in fact, they had taken only the work of the option; in such cases the employers were critical of school standards.

Principals are encouraged to experiment with other optional arrangements such as the following:

Grade 9	Typewriting (for personal use)
Grade 10	Business Practice
Grade 11	Economics and Business Law (semestered)
Grade 12	Business Finance

Grade 9	Typewriting (for personal use)
Grade 10	Typewriting (extra year)
Grade 11	Economics
Grade 12	Business Law

A good option arrangement for students in the Five-year Arts and Science Branch who have an interest in accounting is as follows:

Grade 9	Typewriting or Business Practice
Grade 10	Bookkeeping I (Five-year Accountancy Course)
Grade 11	Bookkeeping II (Five-year Accountancy Course)
Grade 12	Accountancy (Five-year Accountancy Course)

Students in this option may be combined with those in the Five-year Accountancy Course (see page 19). They would be able to take Accountancy Practice in Grade 13 if they so desired.

BUSINESS AND COMMERCE OPTION FOR THE SCIENCE, TECHNOLOGY AND TRADES BRANCH

In a number of schools courses in Typewriting and Bookkeeping are provided as options in Grades 11 and 12 of the Science, Technology and Trades Branch.

The Typewriting course, usually offered in Grade 11, should include the basic skill development and personal use applications of Typewriting I (see page 73). It should also include applications to various aspects of business and shop work; these applications should be developed carefully through the co-operation of the commercial and technical teachers and should be varied to meet the needs of students specializing in different phases of technical education.

A minimum of four periods weekly is required; one period per day is preferred.

The one-year course in Bookkeeping is at the senior level, and the theory coverage should be that of a Special Commercial Course. If the time allotted is only five periods weekly, it will be necessary to reduce the amount of detailed exercise work.

BOOKKEEPING

Grade 12

Aims

1. To provide these students with the ability to keep adequate and accurate records in business and personal money matters.

2. To enable the students to understand the principles of double-entry bookkeeping.

3. To prepare the student to understand and use the basic common forms for record-keeping he is likely to encounter in the factory, shop, or small business where he will work. There should be abundant practice in the use of business forms.

Topics

1. Introduction: reasons for keeping records; nature of records; necessity for accurate records; importance of bookkeeping knowledge in other occupations.

2. Balance sheet: personal balance sheet; balance sheet of a business; the fundamental equation; common assets and liabilities; effect of simple business transactions on assets, liabilities and capital; rules of debit and credit.

3. Profit and loss statement: simple profit and loss statement with three sections; expansion of each section with the addition of inventories, then returns and freight-in; methods of determining merchandise inventory; effect of simple transactions on profit and loss accounts; rules of debit and credit expanded.

4. Ledger: purpose of accounts; form of accounts; use of accounts to record increases and decreases in assets, liabilities and capital or ownership; use of ledger accounts to record transaction with customers (accounts receivable) and suppliers (accounts payable); equality of debits and credits; purpose and form of a trial balance.

5. General journal: purpose and form of the two column general journal; recording transactions; posting entries; trial balance.

6. Work sheet: purpose and use of six column work sheet; recording of new inventory; financial statements including statement of proprietorship.

7. Simple adjusting entries: adjustments required to record prepaid expenses and depreciation of one or two fixed assets; eight column work sheet; adjusting and closing entries.

8. Drafts and promissory notes: definition and form of a commercial draft; kinds of drafts; parties to a draft; course of a draft; bank charges for collecting drafts; form of promissory note; interest on notes.

9. Petty cash and principles of cash control: petty cash fund; use of vouchers; petty cash book.

10. Payroll: methods of paying employees; time cards - preparation and use; payroll summary; payroll account; payroll deductions - unemployment insurance, group insurance, pension, income tax, hospitalization, union dues; employee's earnings record; pay cheque and statement; currency memorandum and requisition; practice in preparing and recording the business papers concerned.

11. Synoptic or combination journal: use of a combination journal in small organizations such as plumber's shop or garage; variations of the combination journal to suit particular businesses, dependent upon the interests of the students; posting from the combination journal.

12. Perpetual inventories: materials purchased; purchase book; stock cards; production orders; goods in process; inventory cards for finished goods; finished goods sold; valuation of inventories.

13. Manufacturing accounting: general principles; materials and stock control; wages - direct and indirect; time cards; payroll; factory overhead expense; practice in the preparation of work orders and preparation of estimates; preparation of statements of cost of goods manufactured and cost of goods sold.

14. Practice set involving the use of business papers.

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